

WGS™/WORD ERA™ Quick Reference

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## HOW TO USE THIS BOOK

This book is your quick reference guide to WORD ERA features, functions, and messages. It is organized in two sections: *FEATURES AND FUNCTIONS* and *MESSAGES*.

### Features and Functions

This section gives you easy-to-follow steps for every WORD ERA activity. The topics are listed alphabetically. The Index in the back of the book provides additional cross-references to topics. The following example shows you how the topics are formatted:

---

### ATTACH GLOSSARY

*Editing Screen/Menu*

#### TO ATTACH A GLOSSARY FROM ANY MENU:

Press COMMAND  
Type **agl**  
Type [glossary document name]  
Press EXECUTE

---

The name of the feature or function is displayed on large bold type and listed alphabetically:

The *Edit/Menu* line tells you whether the function is performed from the editing screen, a menu, or both.

The bold, uppercase heading provides a reference for the steps that follow.

Function keys you press are displayed in uppercase.

Characters you type are displayed in bold.

Variable or optional information you type is displayed in brackets.

## Messages

This section lists every WORD ERA message in alphabetical order. Possible problems and possible solutions are provided. The following example shows you how messages are formatted:

---

### **Can't delete**

The document you are trying to delete is in use.

*Wait until the document is available.*

---

The message is displayed in large bold type and is listed in alphabetical order.

One or more possible situations or problems are offered.

The possible solutions to the problem are indented and displayed in italic type.

## **GLOSSARY OF TERMS**

### **ALPHABETIC FIELD OR STRING**

A set of characters composed solely of alphabetical characters.

### **ALPHA/NUMERIC FIELD OR STRING**

A set of characters composed of both alphabetical and numeric characters.

### **ARCHIVING**

"Archiving" is an all-enclusive term used for document filing activities. You perform archiving from the *Filing* menu.

### **ARROW KEYS**

The Arrow Keys are used to move the Cursor or Marker. On the majority of keyboards, the Arrow Keys are marked with up, down, left, and right arrow symbols.

### **AUTOMATIC PROCESSING**

Automatic processing offers you "hands-off" processing for Footnote Processing, Hyphenation and Pagination, and Spelling Tools.

### **BACKGROUND PROCESSING**

You can free your terminal for other activities by using "background processing" for lengthy documents. Footnote Processing, Hyphenation and Pagination, and Spelling Tools offer background processing.

### **CURSOR**

The Cursor is the bright rectangle that marks your typing position on menus or on the editing screen.

## **EDITING SCREEN**

When you are typing or revising a document you are working on the document "editing screen."

## **FUNCTION KEYS**

You use function keys to perform WORD ERA activities such as CENTER, INDENT, and SEARCH. The keyboard template enclosed in your WORD ERA package identifies the functions keys for your keyboard.

## **MENUS**

You select word and document processing activities from the WORD ERA *Main* menu. To select an activity, place the Marker on the activity and press EXECUTE. To exit a menu, press CANCEL.

## **MARKER**

The Marker is a reverse-video block that marks your current location on menu screens. On menus with more than one Marker, your location Marker flashes.

## **NUMERIC FIELD OR STRING**

A set of characters composed solely of numbers.

## **PATHNAME**

Every document has a "pathname." The pathname is composed of your account name, the library the document currently resides in, and the document name. For example, the pathname:

/usr/barbara/Reports/status

means that Barbara's document "status" is in the library "Reports." The library "Reports" resides in Barbara's user account (UNIX home directory) "/usr/barbara."

## SCREEN SYMBOLS

WORD ERA formatting characters such as RETURN, TAB, CENTER, and MERGE, are displayed as symbols on your screen. Symbols specific to your terminal are illustrated in the terminal specification sheets in your WORD ERA package.

## SHORTCUT CODES

By pressing COMMAND and typing the appropriate "shortcut code" you can access any menu function from the *Main* menu or any other menu.

## RELATED WORD ERA DOCUMENTATION

To learn WORD ERA, use the *Self-Paced Learning* book.

For detailed information about functions, features, and keys, refer to the WORD ERA *Reference* manual.

Read the WORD ERA *Glossary Functions* book and the WORD ERA *Records Processing* book to learn how to use these features.

Quick references for Glossary Functions and Records Processing are not included in this book.





## ALTERNATE FOOTER

*Editing Screen*

### TO SET AN ALTERNATE FOOTER:

Press GO TO PAGE

Type f or F

Type [text for right page]  
(odd-numbered pages)  
(include the # sign if you want the pages  
numbered)

Press RETURN

Press MERGE

Press SHIFT/MERGE

Press RETURN

Type [text for left page]  
(even-numbered pages)  
(include the # sign if you want the pages  
numbered)

Press RETURN

## ALTERNATE FORMAT LINE

*Editing Screen*

### TO CREATE AN ALTERNATE FORMAT LINE:

Press INSERT

Press FORMAT

Make changes to settings

Press RETURN

or,

Press EXECUTE twice

### TO COPY AN ALTERNATE FORMAT LINE:

Press INSERT

Press COPY

Press FORMAT

Type [number]

Press EXECUTE

Press EXECUTE

### TO DELETE AN ALTERNATE FORMAT LINE:

Place the Cursor under the format line

you want to delete

Press FORMAT

Press DELETE

## ALTERNATE HEADER

*Editing Screen*

**TO SET AN ALTERNATE HEADER:**

Press GO TO PAGE

Type **h** or **H**

Type [text for right page]

(odd-numbered pages)

(include the # sign if you want the pages numbered)

Press RETURN

Press MERGE

Press SHIFT/MERGE

Press RETURN

Type [text for left page]

(even-numbered pages)

(include the # sign if you want the pages numbered)

Press RETURN

## ARROW KEYS

*Editing Screen/Menu*

See *CURSOR, CURSOR MODES, CURSOR MOVEMENT KEYS, CURSOR STATUS UPDATE, MARKER*

## ASSIGN ARCHIVE MEDIA NAME

*Menu*

**FROM THE MAIN MENU:**

Select *Filing*

Press EXECUTE

Select *Assign archive media name*

Press EXECUTE

Insert archive media

Press EXECUTE

Press EXECUTE to mount archive media

or,

Press CANCEL to remove archive media

Type [new archive media name]

Press EXECUTE

**FROM ANY MENU:**

Press COMMAND

Type **adm**

Insert archive media

Press EXECUTE

*Assign Archive Media Name (Continued)*

Press EXECUTE to mount archive media  
or,  
Press CANCEL to remove archive media  
Type [new archive media name]  
Press EXECUTE

**ASSIGN PASSWORD**

*Menu*  
See *PASSWORD*

**ATTACH GLOSSARY**

*Editing Screen/Menu*  
**FROM THE EDITING SCREEN:**  
Press COMMAND  
Press GL  
Type [glossary document name]  
Press EXECUTE

**FROM THE MAIN MENU:**  
Select *Glossary Functions*  
Press EXECUTE  
Select *Attach Glossary*  
Press EXECUTE  
Type [glossary document name]  
Press EXECUTE

**FROM ANY MENU:**  
Press COMMAND  
Type **agl**  
Type [glossary document name]  
Press EXECUTE

**FROM A DOCUMENT INDEX:**  
Place Marker on document name  
Press GL

**AUTOSAVE**

*Editing Screen*  
**TO SET AUTOSAVE:**  
Press STOP

### *Autosave (Continued)*

Press EXECUTE to set 1024  
or  
Type [a number (1 to 32,767)]  
Press EXECUTE

### **TO COPY THE DOCUMENT FROM THE EDITING SCREEN:**

Press STOP  
Press COPY  
Type [document name]  
Press EXECUTE

### **TO CANCEL AUTOSAVE:**

Press STOP  
Press CANCEL  
or  
Press STOP  
Type 0  
Press EXECUTE

## **BACK SPACE**

*Editing Screen/Menu*

### **FROM THE EDITING SCREEN:**

Press BACK SPACE  
to move the Cursor back  
one position or line  
BACK SPACE does not erase characters

### **FROM SOME MENUS:**

Press BACK SPACE  
to move the Marker back  
one field or option

## **BOLD EMPHASIS**

*Editing Screen*

### **TO ADD BOLD EMPHASIS:**

Move the Cursor where you want bolding  
to begin  
Press MODE  
Type **b** or **B**  
Move the Cursor where you want bolding  
to end

*Bold Emphasis (Continued)*

Press MODE

Type **b** or **B**

or

Press MODE

Type **b** or **B**

Type [bold text]

Press MODE

Type **b** or **B**

**TO REMOVE BOLD EMPHASIS:**

Move the Cursor to the beginning of the  
bold text

Press MODE

Type **b** or **B**

**BOOKMARK**

*Editing Screen*

**TO SET BOOKMARK 0:**

Press COMMAND

Press NOTE

**TO SET BOOKMARK 1 THRU 9:**

Press COMMAND

Type [bookmark number (1 thru 9)]

Press NOTE

**TO GO TO A BOOKMARK:**

Press GO TO PAGE

Press NOTE to go to bookmark 0

or

Press GO TO PAGE

Type [bookmark number (1 thru 9)]

Press NOTE to go to bookmarks 1 thru 9

**CANCEL**

*Editing Screen*

**TO CANCEL A FUNCTION OR PROCESS:**

Press CANCEL

Respond to screen prompts

**TO RETURN TO A MENU FROM A SUBMENU:**

Press CANCEL

*Cancel (Continued)*

**TO EXIT WORD ERA:**  
Press CANCEL from the *Main* menu

## **CASE CONVERSION**

*Editing Screen*

Press COMMAND

Type **c** or **C**

Highlight text

Press EXECUTE

Type one of the following:

**u** or **U**

(uppercase)

**l** or **L**

(lowercase)

**w** or **W**

(initial capital on all words)

**s** or **S**

(sentence begins with a capital)

Press EXECUTE

## **CENTER**

*Editing Screen*

**TO TYPE CENTERED TEXT:**

Press CENTER

Type [text]

Press RETURN

**TO GO TO A CENTER SYMBOL:**

Press GO TO PAGE

Press CENTER

## **CHANGE LIBRARY**

*Menu*

**FROM THE MAIN MENU:**

Select *Supervisory Functions*

Press EXECUTE

Select *Change library*

Press EXECUTE

Type [the library name]

Press EXECUTE

*Change Library (Continued)*

**FROM ANY MENU:**

Press COMMAND

Type **chl**

Type [the library name]

Press EXECUTE

**FROM THE SUBLIBRARY INDEX:**

Place the Cursor on the library name

Press GO TO PAGE

**COLUMN BREAK, OPTIONAL**

*Editing Screen*

**TO TYPE AN OPTIONAL COLUMN BREAK:**

Press PAGE

**TO DELETE AN OPTIONAL COLUMN BREAK:**

Place the Cursor on the column break

Press DELETE

Press EXECUTE

The optional column break can be deleted by the Hyphenation and Pagination function

**COLUMN BREAK, REQUIRED**

*Editing Screen*

**TO TYPE A REQUIRED COLUMN BREAK:**

Press SHIFT/PAGE

**TO DELETE A REQUIRED COLUMN BREAK:**

Place the Cursor on the column break

Press DELETE

Press EXECUTE

The required column break is never deleted by the Hyphenation and Pagination function

**COLUMNS, MULTIPLE**

*Editing Screen*

**TO SET COLUMNS IN THE FORMAT LINE:**

Press FORMAT

*Columns, Multiple (Continued)*

Move the Cursor to the end of the first  
column

Type e or E

or,

Press SUBSCRIPT

Move the Cursor to the start of the  
second column

Type s or S

or,

Press SUPERSCRIPIT

Set all columns, then press EXECUTE

The left margin in the format line marks the start of  
the first column.

The return at the right margin in the format line  
marks the end of the last column.

You can set as many columns as you like up to a  
255-character format line.

**CURSOR MOVEMENT IN MULTIPLE COLUMN  
TEXT:**

Press UP, DOWN, RIGHT, or LEFT to move  
within a column

Press SHIFT/RIGHT to move to the  
next column

Press SHIFT/LEFT to move to the  
previous column

Press GO TO PAGE, press SUPERSCRIPIT  
to move to the top of a column

Press GO TO PAGE, press SUBSCRIPT  
to move to the bottom of a column

**WRAPPED COLUMNS**

Wrapped column text flows from the bottom of one  
column to the top of the next column.

Wrapped columns are BALANCED when there is the  
same amount of text in each column on a page.

**SYNCHRONIZED COLUMNS**

Synchronized columns align across the page.



## COMMAND

*Editing Screen/Menu*

### FROM THE EDITING SCREEN:

Press COMMAND, then type a character to start a function

### FROM ANY MENU:

Press COMMAND, then type a shortcut code to start a menu function

See *SHORTCUT CODES* and *HELP FOR COMMANDS*

## COMMENTS

*Editing Screen*

### IN THE DOCUMENT SUMMARY:

The Comments line is a 55-character field where you can type a longer document title, or additional information about the document

### IN GLOSSARY ENTRIES:

Any text in a glossary entry that is enclosed within the comment symbols /\* and \*/ is not considered as part of the glossary entry

### IN EXCEPTION DICTIONARIES:

Any text in an exception dictionary that begins with an \* and ends in a Return is not considered an exception dictionary word

## COPY

*Editing Screen*

### TO COPY TEXT:

Press COPY

Highlight text

Press EXECUTE

Move cursor to where you want copy located

Press EXECUTE

*Copy* (Continued)

**TO COPY A BLOCK OF TEXT:**

Press **COMMAND**

Press **COPY**

Highlight block of text

Press **EXECUTE** or **SHIFT/EXECUTE**

Move cursor to where you want copy  
located

Press **EXECUTE**

**TO COPY TEXT BETWEEN DOCUMENTS:**

Press **SHIFT/COPY**

Type [document name]

Press **EXECUTE**

Move cursor to the text you want to copy

Press **EXECUTE**

Highlight text

Press **EXECUTE**

**TO COPY TEXT BETWEEN WINDOWS:**

Press **COPY**

Highlight text

Press **EXECUTE**

Press **COMMAND**

Type **j** or **J**

Move cursor to where you want copy  
located

Press **EXECUTE**

**COPY DOCUMENT**

*Menu*

**FROM THE END OF EDIT OPTIONS MENU:**

From the editing screen:

Press **CANCEL**

Press **COPY**

Type [new document name]

Press **EXECUTE**

**FROM THE MAIN MENU:**

Select *Filing*

Press **EXECUTE**

Select *Copy document*

Press **EXECUTE**

Type [source document name]

Press **EXECUTE**

Type [destination document name]

Press **EXECUTE**

*Copy Document (Continued)*

**FROM ANY MENU:**

Press COMMAND

Type **cpy**

Type [source document name]

Press EXECUTE

Type [destination document name]

Press EXECUTE

**FROM A DOCUMENT INDEX:**

Place Marker on document name

Press COPY

Type [destination document name]

Press EXECUTE

**COPY LIBRARY TO ARCHIVE**

*Menu*

**FROM A DOCUMENT INDEX:**

Press MODE

Press SHIFT/COPY

Insert archive media

Press EXECUTE

Press EXECUTE to mount archive media

or,

Press CANCEL to remove archive media

**COPY MULTIPLE DOCUMENTS  
TO ARCHIVE**

*Menu*

**FROM A DOCUMENT INDEX:**

To select documents to copy:

Place Marker on document name

Press EXECUTE

(To de-select documents after you have  
selected them, press STOP)

Press COMMAND

Press SHIFT/COPY

Insert archive media

Press EXECUTE

Press EXECUTE to mount archive media

or,

Press CANCEL to remove archive media

## **COPY TO ARCHIVE**

*Menu*

### **FROM THE MAIN MENU:**

Select *Filing*

Press EXECUTE

Select *Copy to archive*

Press EXECUTE

Insert archive media

Press EXECUTE

Press EXECUTE to mount archive media

or,

Press CANCEL to remove archive media

Type [source document name]

Press EXECUTE

Type [destination document name]

Press EXECUTE

### **FROM ANY MENU:**

Press COMMAND

Type *cta*

Insert archive media

Press EXECUTE

Press EXECUTE to mount archive media

or,

Press CANCEL to remove archive media

Type [source document name]

Press EXECUTE

Type [destination document name]

Press EXECUTE

### **FROM A DOCUMENT INDEX:**

Place Marker on document name

Press SHIFT/COPY

Insert archive media

Press EXECUTE

Press EXECUTE to mount archive media

or,

Press CANCEL to remove archive media

Type [destination document name]

Press EXECUTE

## **CREATE NEW DOCUMENT**

*Menu*

### **FROM THE MAIN MENU:**

Select *Create New Document*

Press EXECUTE

Type [document name]

*Create New Document (Continued)*

Press EXECUTE  
Type [prototype document name]  
Press EXECUTE  
or,  
Press EXECUTE to accept the 0000 default  
Prototype document  
Fill in the *Document Summary* lines:  
Type [document title], press RETURN  
Type [operator's name], press RETURN  
Type [author's name], press RETURN  
Type [comments], press RETURN  
(Filling in the *Document Summary* is  
optional)  
Press EXECUTE

**FROM ANY MENU:**

Press COMMAND  
Type **crd**  
Type [document name]  
Press EXECUTE  
Type [prototype document name]  
Press EXECUTE  
or,  
Press EXECUTE to accept the 0000 default  
Prototype document

See *DOCUMENT NAME, PROTOTYPE  
DOCUMENT*

**CREATE NEW GLOSSARY**

*Menu*

**FROM THE MAIN MENU:**

Select *Glossary Functions*  
Press EXECUTE  
Select *Create New Glossary*  
Press EXECUTE  
Type [glossary document name]  
Press EXECUTE  
Type [prototype document name]  
Press EXECUTE  
or,  
Press EXECUTE to accept the 0000 default  
Prototype document

### *Create New Glossary (Continued)*

Fill in the *Document Summary* lines:

Type [document title], press RETURN

Type [operator's name], press RETURN

Type [author's name], press RETURN

Type [comments], press RETURN

(Filling in the *Document Summary* is optional)

Press EXECUTE

### **FROM ANY MENU:**

Press COMMAND

Type **cgl**

Type [glossary document name]

Press EXECUTE

Type [prototype document name]

Press EXECUTE

or,

Press EXECUTE to accept the 0000 default  
Prototype document

Glossary document names are preceded by  
\*\* on a document index

See *DOCUMENT NAME, PROTOTYPE  
DOCUMENT*

## **CTRL**

### *Editing Screen*

You can use "control codes" to perform the following  
WORD ERA functions:

CTRL/h or H (BACK SPACE)

CTRL/i or I (TAB)

CTRL/j or J (GL)

CTRL/q or Q (Restart display)

CTRL/s or S (Stop display)

CTRL/w or W (Refresh display)

CTRL/\ (CANCEL)

### **TO TYPE THE CTRL CODE:**

Press CTRL and the appropriate key simultaneously

Control code functionality may depend on the type of  
keyboard you are using.

## CURSOR

*Editing Screen/Menu*

### THE CURSOR ON THE EDITING SCREEN:

The Cursor marks your location on the editing screen. The Cursor position is indicated by the Cursor marker (a cross-hair) in the format line.

### THE CURSOR ON MENUS:

The Cursor marks your typing location on menu prompts and response lines. The Marker on the menu marks your menu selection location. You can also move the Marker with the Arrow Keys.

See *CURSOR MODES*, *CURSOR MOVEMENT KEYS*, *CURSOR STATUS UPDATE*, *MARKER*

## CURSOR MODES

*Editing Screen*

### TO MOVE THE CURSOR IN WORD MODE:

Press MODE

Press SPACE BAR

Press SHIFT/UP to move backward one word

Press SHIFT/DOWN to move forward one word

### TO MOVE THE CURSOR IN SENTENCE MODE:

Press MODE

Type . (period)

Press SHIFT/UP to move backward one sentence

Press SHIFT/DOWN to move forward one sentence

### TO MOVE THE CURSOR IN PARAGRAPH MODE:

Press MODE

Press RETURN

Press SHIFT/UP to move backward one paragraph

Press SHIFT/DOWN to move forward one paragraph

### TO MOVE THE CURSOR IN PAGE MODE:

Press MODE

Press PAGE

Press SHIFT/UP to move backward one page

Press SHIFT/DOWN to move forward one page

### *Cursor (Continued)*

The Cursor Mode you have selected remains until you change modes. The default cursor mode is *word*.

## **CURSOR MOVEMENT KEYS**

*Editing Screen/Menu*

### **TO MOVE THE CURSOR:**

Press UP arrow to move up one line  
Press DOWN arrow to move down one line  
Press RIGHT arrow to move right one character  
Press LEFT arrow to move left one character  
Press BACK SPACE to move back one character  
Press RETURN to move down one line  
Press NEXT SCR N to move forward one screen  
Press PREV SCR N to move back one screen

## **CURSOR STATUS UPDATE**

*Editing Screen*

### **TO TURN THE CURSOR STATUS LINE UPDATE**

#### **OFF:**

Press COMMAND  
Press FORMAT

### **TO TURN THE CURSOR STATUS LINE UPDATE**

#### **ON:**

Press COMMAND  
Press FORMAT

See *CURSOR STATUS LINES*

## **DEC TAB (Decimal Tab)**

*Editing Screen*

### **TO SET A DEC TAB IN THE FORMAT LINE:**

Press FORMAT  
Move Cursor to desired position  
Press TAB  
Press EXECUTE



*Dec Tab (Continued)*

Characters preceded by a Dec Tab align by the last character in the number or word, or by a decimal point.

**TO TYPE A DEC TAB:**  
Press DEC TAB

**TO GO TO A DEC TAB:**  
Press GO TO PAGE  
Press DEC TAB

**DELETE**

*Editing Screen*

**TO DELETE TEXT:**  
Press DELETE  
Highlight text  
Press EXECUTE

**TO DELETE A TEXT BLOCK:**  
Press COMMAND  
Press DELETE  
Highlight text  
Press EXECUTE or SHIFT/EXECUTE

**DELETE DOCUMENT**

*Menu*

**FROM THE MAIN MENU:**  
Select *Filing*  
Press EXECUTE  
Select *Delete document*  
Press EXECUTE  
Type [document name]  
Press EXECUTE  
Press EXECUTE to delete document  
or,  
Press CANCEL to cancel deletion

**FROM ANY MENU:**  
Press COMMAND  
Type **del**  
Type [document name]  
Press EXECUTE  
Press EXECUTE to delete document  
or,  
Press CANCEL to cancel deletion

*Delete Document (Continued)*

**FROM A DOCUMENT INDEX:**

Place Marker on document name  
Press DELETE  
Press EXECUTE to delete document  
or,  
Press CANCEL to cancel deletion

**FROM THE ARCHIVE INDEX:**

Select *Index* from the *Main* menu  
Select the *Type of Index* option you  
want and press RETURN  
Select the *Index To* option you want  
and press RETURN  
Select the *Archive media* option  
under *Index From*  
Press EXECUTE  
Insert archive media  
Press EXECUTE  
Press EXECUTE to mount archive media  
or,  
Press CANCEL to remove archive media  
Place Marker on document name  
Press DELETE  
Press EXECUTE to delete document  
or,  
Press CANCEL to cancel deletion  
Press CANCEL to unmount archive media and  
return to the *Main* menu

**DELETE DOCUMENT FROM ARCHIVE**

*Menu*

**FROM THE MAIN MENU:**

Select *Filing*  
Press EXECUTE  
Select *Delete from archive*  
Press EXECUTE  
Insert archive media  
Press EXECUTE  
Press EXECUTE to mount archive media  
or,  
Press CANCEL to remove archive media  
Type [document name]  
Press EXECUTE to delete document  
or,  
Press CANCEL to cancel deletion

*Delete Document From Archive (Continued)*

**FROM ANY MENU:**

Press COMMAND

Type **dfa**

Insert archive media

Press EXECUTE

Press EXECUTE to mount archive media

or,

Press CANCEL to remove archive media

Type [document name]

Press EXECUTE to delete document

or,

Press CANCEL to cancel deletion

**DELETE FROM END OF EDIT MENU**

*Editing Screen*

Press DELETE

Press EXECUTE to delete changes

or,

Press CANCEL to cancel deletion

**DESCRIBE BIN FEEDER**

*Menu*

**FROM THE MAIN MENU:**

Select *Supervisory Functions*

Press EXECUTE

Select *Describe Bin Feeder*

Press EXECUTE

Type [the number of the printer with the  
bin feeder]

Press EXECUTE

Press EXECUTE to accept the default  
paper size

or,

Type [the appropriate paper size for  
each bin]

Press EXECUTE

**FROM ANY MENU:**

Press COMMAND

Type **bin**

Type [the number of the printer with the  
bin feeder]

*Describe Bin Feeder (Continued)*

Press EXECUTE  
Press EXECUTE to accept the default  
paper size  
or,  
Type [the appropriate paper size for  
each bin]  
Press EXECUTE

**DETACH GLOSSARY**

*Editing Screen/Menu*

**FROM THE EDITING SCREEN:**

Press COMMAND  
Press GL  
Type [alternate glossary document name]  
Press EXECUTE

**FROM THE MAIN MENU:**

Select *Glossary Functions*  
Press EXECUTE  
Select *Detach Glossary*  
Press EXECUTE

**FROM ANY MENU:**

Press COMMAND  
Type dgl

**DOCUMENT ASSEMBLY**

*Editing Screen/Menu*

**FROM THE MAIN MENU:**

Select *Document Processing Tools*  
Press EXECUTE  
Select *Document Assembly*  
Press EXECUTE

**FROM ANY MENU:**

Press COMMAND  
Type das

To learn how to use Document Assembly, refer to the  
*WORD ERA Records Processing Manual*

## DOCUMENT INDEX SCREEN

*Menu*

**FROM THE MAIN MENU:**

Select Index

Press EXECUTE

Select *Type of Index*

Press RETURN

Select *Index To*

Press RETURN

Select *Index From*

Press EXECUTE

**FROM ANY MENU:**

Press COMMAND

Type one of the following

Index shortcut codes:

**ixs** (Short format)

**ixo** (Operator format)

**ixa** (Author format)

**ixl** (Long format)

**lib** (Sublibrary index)

**FROM THE EDITING SCREEN:**

Press COMMAND

Type **i** (Short format index)

or,

Press COMMAND

Type **I** (Long format index)

See *INDEX, INDEX FUNCTIONS*

## DOCUMENT NAME

*Menu*

**RULES FOR NAMING DOCUMENTS:**

The name can be up to 11 characters

It must begin with a letter or a digit

It may be uppercase, lowercase, a combination of both cases, or an alpha/numeric combination

It cannot contain the following characters:

? ! @ & \* " ' ; \ / < > |

*Document Name (Continued)*

Do not end the document name with any of the following suffixes:

.dc .fr .gl .ex .MP

Do not begin the document name with a period.

See *CREATE NEW DOCUMENT*, *CREATE NEW GLOSSARY*

## DOUBLE UNDERLINE EMPHASIS

*Editing Screen*

### TO ADD DOUBLE UNDERLINE EMPHASIS:

Move the Cursor where you want double underline to begin

Press MODE

Type =

Move the Cursor where you want double underline to end

Press MODE

Type =

or

Press MODE

Type =

Type [double underlined text]

Press MODE

Type =

### TO REMOVE DOUBLE UNDERLINE EMPHASIS:

Move the Cursor to the beginning of the double underlined text

Press MODE

Type =

## EDIT OLD DOCUMENT

*Editing Screen*

### FROM THE MAIN MENU:

Select *Editing Screen Old Document*

Press EXECUTE

Type [document name]

Press EXECUTE

Press EXECUTE

*Edit Old Document (Continued)*

**FROM ANY MENU:**

Press COMMAND

Type **edd**

Type [document name]

Press EXECUTE

**FROM A DOCUMENT INDEX:**

Place the Marker on the document name

Press GO TO PAGE

**FROM A DOCUMENT WINDOW:**

Press COMMAND

Type **w** or **W**

Move Cursor to horizontal or vertical  
window position

Press EXECUTE

Type [document name]

Press EXECUTE

**EDIT OLD GLOSSARY**

*Editing Screen*

**FROM THE MAIN MENU:**

Select *Glossary Functions*

Press EXECUTE

Select *Editing Screen Old Glossary*

Press EXECUTE

Type [glossary document name]

Press EXECUTE

Press EXECUTE

**FROM ANY MENU:**

Press COMMAND

Type **egl**

Type [glossary document name]

Press EXECUTE

**FROM A DOCUMENT INDEX:**

Place the Marker on the glossary  
document name

Press GO TO PAGE

*Edit Old Glossary (Continued)*

### **FROM A DOCUMENT WINDOW:**

Press **COMMAND**

Type **w** or **W**

Move Cursor to horizontal or vertical  
window position

Press **EXECUTE**

Type [document name]

Press **EXECUTE**

Note: You cannot verify a glossary document in a window unless you edit the glossary document first, then open the windows for the other documents you want to edit.

## **EXCEPTION DICTIONARY**

*Editing Screen/Menu*

### **TO ADD WORDS:**

Type [words directly into the Exception  
Dictionary document]

or,

press **COPY** or **SHIFT/COPY** while you are  
using the Spelling Checker

Each word must be on a separate line with a Return symbol at the end of the line

Exception dictionary words may not exceed 62 characters

You cannot use the following characters in exception dictionary words:

\* \ / ( ) [ ] < > { }

You cannot use any character invoked by a **CTRL/y** code as part of an exception dictionary word

You can preset hyphenation points in exception dictionary words for use by the Hyphenation feature. For information, refer to the *Exception Dictionary* topic in the *WORD ERA Reference* manual.

See *SPELLING CHECKER*



## EXECUTE

*Editing Screen/Menu*

Press EXECUTE to complete a function, respond to a screen prompt, or make a menu selection.

## FILING

*Menu*

Each option on the *Filing* menu is a separate topic in this book. For example, for the *Retrieve from archive* option, refer to the *RETRIEVE FROM ARCHIVE* topic.

## FLASH EMPHASIS

*Editing Screen*

### TO ADD FLASH EMPHASIS:

Move the Cursor where you want flash to  
begin

Press MODE

Type f or F

Move the Cursor where you want flash to end

Press MODE

Type f or F

or

Press MODE

Type f or F

Type [flash text]

Press MODE

Type f or F

### TO REMOVE FLASH EMPHASIS:

Move the Cursor to the beginning of the  
flash text

Press MODE

Type f or F

## FOOTER

*Editing Screen*

### TO TYPE FOOTER TEXT:

Press GO TO PAGE

Type f or F

Type footer text

### *Footer (Continued)*

Include the # sign if you want the pages numbered consecutively.

### **TO SET FOOTER OPTIONS ON THE PRINT DOCUMENT MENU:**

There are two footer options on the Print Document Menu:

#### *First footer page*

You can change this number to begin printing the footer on any page

#### *Footer begins on line*

You can change this number to print the footer on any line (be sure it is at least one line below the text length in your document).

See *ALTERNATE FOOTER*

## **FOOTNOTE PROCESSING**

### *Menu*

#### **FROM THE MAIN MENU:**

Select *Document Processing Tools*

Press EXECUTE

Select *Footnote Processing*

Press EXECUTE

Type [document name]

Press EXECUTE

Set options on the *Footnote Processing* menu

When all options are set, press EXECUTE

Select one of the three output document options

Press EXECUTE

Type [output document name]

Press EXECUTE

#### **FROM ANY MENU:**

Press COMMAND

Type **fnp**

## FOOTNOTE REFERENCES

*Editing Screen*

**TO ENTER A FOOTNOTE REFERENCE:**

Press **COMMAND**

Type **n** or **N**

**TO ENTER FOOTNOTE TEXT:**

Press **GO TO PAGE**

Type [the Footnote Reference number]

Type **n** or **N**

Type [the footnote text]

**TO RETURN TO A FOOTNOTE REFERENCE  
FROM A FOOTNOTE PAGE:**

Press **COMMAND**

Type **n** or **N**

**TO GO TO A FOOTNOTE REFERENCE:**

Press **GO TO PAGE**

Press **COMMAND**

Type [the Footnote Reference number]

Type **n** or **N**

**TO DELETE A FOOTNOTE REFERENCE:**

Place the Cursor on the Footnote  
Reference

Press **DELETE**

Press **EXECUTE**

The text on the footnote page is not  
deleted when you delete a footnote reference

**TO REENTER A DELETED FOOTNOTE  
REFERENCE:**

Press **COMMAND**

Type [the number of the deleted footnote  
reference]

Type **n** or **N**

## FORMAT ARCHIVE MEDIA

*Menu*

**FROM THE MAIN MENU:**

Select *Filing*

Press **EXECUTE**

Select *Format archive media*

Press **EXECUTE**

### *Format Archive Media (Continued)*

Insert archive media  
Press EXECUTE  
Press EXECUTE to format media  
or,  
Press CANCEL to remove archive media

#### **FROM ANY MENU:**

Press COMMAND  
Type **fad**  
Insert archive media  
Press EXECUTE  
Press EXECUTE to format media  
or,  
Press CANCEL to remove archive media

## **FORMAT LINE**

### *Editing Screen*

The following formatting options are set in the format line:

Vertical spacing  
Right margin (to position 255)  
Tab stops  
Right-flush Tab stops  
Column start (s)  
Column end (e)

#### **TO CHANGE A FORMAT LINE:**

Press FORMAT

#### **TO MAKE CHANGES:**

You can use the following keys in the format line to make changes:

#### **To Move the Cursor:**

Press RIGHT or LEFT

#### **To Remove Tab Stops:**

Press SPACE BAR

#### **To Enter Tab Stops:**

Press TAB

*Format Line (Continued)*

**To Enter Right-Flush Tab Stops:**  
Type **r** or **R**

**To Start a Column:**  
Type **s** or **S**  
or,  
Press **SUPERSCRIP**T

**To End a Column:**  
Type **e** or **E**  
or,  
Press **SUBSCRIP**T

**To Set the Right Margin:**  
Place the Cursor at the right-margin position  
Press **RETURN**  
(Note: pressing **RETURN** also sets the format line)

**To Set the Format Line**  
Press **RETURN**  
or,  
Press **EXECUTE**

See *ALTERNATE FORMAT LINE*

## **FORMS PROCESSING**

*Editing Screen/Menu*

**FROM THE MAIN MENU:**  
Select *Document Processing Tools*  
Press **EXECUTE**  
Select *Forms Processing*  
Press **EXECUTE**

**FROM ANY MENU:**  
Press **COMMAND**  
Type **fpr**

To learn how to use Forms Processing, refer to the *WORD ERA Reference* manual and the *WORD ERA Self-Paced* manual

## GLOBAL SEARCH AND REPLACE

*Editing Screen*

### TO SPECIFY REPLACEMENT WORDS OR PHRASES:

Press SHIFT/REPLACE

Type [search text]

Type an = symbol before the word if you want to search and replace for the exact capitalization.

Press EXECUTE

Type [replacement text]

Press EXECUTE

You may enter up to ten search/replace words or phrases. Global Search and Replace starts automatically when you enter the tenth item. If you enter fewer than ten items, press EXECUTE to start.

### TO REPLACE WORDS OR PHRASES:

When the word or phrase is found:

Press EXECUTE to perform replacement

or,

Press SEARCH to skip the replacement and search for the next word or phrase

or,

Press SHIFT/REPLACE to replace all words or phrases automatically

See *SEARCH*

## GLOSSARY BY EXAMPLE

*Editing Screen/Menu*

### TO CREATE A GLOSSARY BY EXAMPLE FROM THE EDITING SCREEN OR FROM ANY MENU:

(You must have a glossary document attached)

Press MODE

Press GL

Perform keystrokes

Press MODE

Press GL

Type [the entry label]

Press EXECUTE

*Glossary By Example (Continued)*

**TO RECALL THE GLOSSARY BY EXAMPLE:**  
(You must have the glossary document attached)  
Press GL  
Type [the entry label]

See *ATTACH GLOSSARY*

## **GLOSSARY FUNCTIONS**

*Menu*

From the Glossary Functions menu you can perform the following activities:

*Edit Old Glossary*  
*Create New Glossary*  
*Verify Glossary*  
*Attach Glossary*  
*Detach Glossary*

For information about these functions, see the individual entries in this book.

Refer to the *WORD ERA Glossary Functions* manual for complete instructions on creating and using glossary entries.

## **GO TO PAGE**

*Editing Screen*

**TO USE THE GO TO PAGE FUNCTION:**

Press GO TO PAGE, type **b** or **B**  
goes to beginning of document  
Press GO TO PAGE, type **e** or **E**  
goes to end of document  
Press GO TO PAGE, type **f** or **F**  
goes to footer page  
Press GO TO PAGE, type **h** or **H**  
goes to header page  
Press GO TO PAGE, type **n** or **N**  
goes to note page  
Press GO TO PAGE, type **w** or **W**  
goes to work page  
Press GO TO PAGE, press **TAB**  
goes to Tab

### *Go To Page (Continued)*

- Press GO TO PAGE, press DEC TAB  
goes to Dec Tab
- Press GO TO PAGE, press COMMAND,  
press INDENT  
goes to Right-Flush Tab
- Press GO TO PAGE, press INDENT  
goes to Indent
- Press GO TO PAGE, press CENTER  
goes to Center
- Press GO TO PAGE, press COMMAND,  
press SPACE  
goes to Required Space
- Press GO TO PAGE, press COMMAND,  
type - (hyphen)  
goes to Optional or Required Hyphen
- Press GO TO PAGE, type n or N, Type [footnote  
reference number], Press EXECUTE  
goes to footnote page
- Press GO TO PAGE, press NOTE  
goes to bookmark 0
- Type [a number 1 thru 9], Press NOTE  
goes to numbered bookmark
- Press GO TO PAGE, press LEFT  
goes to beginning of line
- Press GO TO PAGE, press RIGHT  
goes to end of line
- Press GO TO PAGE, press UP  
goes to top of page
- Press GO TO PAGE, press DOWN  
goes to bottom of page
- Press GO TO PAGE, press PREV SCR N  
goes to top of previous page
- Press GO TO PAGE, press NEXT SCR N  
goes to top of next page
- Press GO TO PAGE, type [number], Press EXECUTE  
goes to specified page number
- Press GO TO PAGE, press SUBSCRIPT  
goes to bottom of column, or to next format line if  
not in multiple column format
- Press GO TO PAGE, press SUPERSCRIP T  
goes to top of column, or to previous format line if  
not in multiple column format



*Go To Page* (Continued)

Access a *Document Index* screen, place the Marker on the document name, press GO TO PAGE  
edits a document from a *Document Index* screen

**HEADER**

*Editing Screen*

**TO TYPE HEADER TEXT:**

Press GO TO PAGE

Type **h** or **H**

Type [header text]

Include the # sign if you want the pages numbered consecutively

Be sure you type at least one Return at the end of header text to allow space between the header and the first line of text

**TO SET HEADER OPTIONS ON THE PRINT DOCUMENT MENU:**

There is one header option on the *Print*

*Document* menu:

*First header page*

The header begins printing on the page number you specify.

See *ALTERNATE HEADER*

**HELP**

*Editing Screen/Menu*

**FROM ANY MENU OR EDITING SCREEN:**

Press HELP

**TO DISPLAY FULL-SCREEN HELP FROM THE EDITING SCREEN:**

Press COMMAND

Press HELP

## HELP FOR COMMANDS

*Editing Screen*

### TO DISPLAY HELP FOR COMMANDS:

Press COMMAND

Type ?

Use the arrow keys to list commands

Press EXECUTE to select a command

Press CANCEL to exit HELP for commands

## HIGHLIGHT NAMES ON A DOCUMENT INDEX SCREEN

*Menu*

### TO HIGHLIGHT NAMES:

Place the Cursor on the document name

Press EXECUTE

### TO DE-HIGHLIGHT NAMES:

Place the Cursor on the document name

Press STOP

You highlight names on a document index screen to save a document name for use on a menu, or to copy or move documents to an archive media.

## HIGHLIGHT TEXT

*Editing Screen*

### TO HIGHLIGHT TEXT FOR THE COPY, MOVE, DELETE, OR REPLACE FUNCTIONS:

You can use any one of the following methods to highlight text, either forward or backward

These methods also apply when you highlight text for the block copy/move/delete functions (see *COPY, MOVE, DELETE*)

### TO HIGHLIGHT TEXT FORWARD:

Press DOWN

or,

Press RIGHT

or,

Press RETURN

or,

*Highlight Text* (Continued)

Type [a character]  
or,  
Use the GO TO PAGE functions  
(see *GO TO PAGE*)

**TO HIGHLIGHT TEXT BACKWARD:**

Press UP  
or,  
Press LEFT  
or,  
Press BACK SPACE  
or,  
Press GO TO PAGE, type [page number],  
press EXECUTE  
or,  
Press GO TO PAGE, type b

**TO DE-HIGHLIGHT TEXT:**

Move the Cursor in the opposite direction to remove highlighting.

**HORIZONTAL SCROLL SETTING**

*Editing Screen*

**TO CHANGE THE HORIZONTAL SCROLL SETTING:**

Press COMMAND  
Type [the number of characters to scroll  
horizontally (from 1 to 79)]  
Type **h** or **H**

**HYPHEN, OPTIONAL**

*Editing Screen*

**TO TYPE AN OPTIONAL HYPHEN:**

Press COMMAND  
Type - (hyphen)

**TO USE AN OPTIONAL HYPHEN:**

Place optional hyphens at the syllable points where you want the word to be hyphenated by the Hyphenation function

## HYPHEN, REQUIRED

*Editing Screen*

**TO TYPE A REQUIRED HYPHEN:**

Press COMMAND

Type - (hyphen)

**TO USE A REQUIRED HYPHEN:**

Place a required hyphen before a word you do not want the Hyphenation function to hyphenate

## HYPHENATION AND PAGINATION

*Editing Screen/Menu*

**FROM THE MAIN MENU:**

Select *Document Processing Tools*

Press EXECUTE

Select *Hyphenation and Pagination*

Press EXECUTE

**FROM ANY MENU:**

Press COMMAND

Type hyp

To learn how to use Hyphenation and Pagination, refer to the *WORD ERA Reference* manual and the *WORD ERA Self-Paced* manual

## INDENT

*Editing Screen*

**TO SET IN FORMAT LINE:**

Press FORMAT

Move Cursor to desired position

Press TAB

Press EXECUTE

**TO TYPE AN INDENT:**

Press INDENT

Type [text]

Press RETURN

**TO GO TO AN INDENT:**

Press GO TO PAGE

Press INDENT

**INDEX**

*Editing Screen/Menu*

**FROM THE MAIN MENU:**

Select *Index*

Press EXECUTE

Select one of the following index types  
under the *Type of Index* option:

*Short format*

indexed by document names

*Operator*

indexed by operator name

*Author*

indexed by author name

*Long format*

indexed by document names, includes statistics

*Sublibraries*

indexed by library names

Press RETURN

Select one of the following display  
options under *Index To*:

*Screen*

index displays on screen

*Printer*

index is printed

*Both*

index is displayed on the screen and printed

Press RETURN

Select one of the following options  
under *Index From*:

*Current library*

displays documents in your current library

*Archive media*

displays documents on an archive media

Press EXECUTE

*Index (Continued)*

**FROM ANY MENU:**

Press COMMAND

Type one of the following

Index shortcut codes:

<b>ixs</b>	(Short format)
<b>ixo</b>	(Operator format)
<b>ixa</b>	(Author format)
<b>ixl</b>	(Long format)
<b>lib</b>	(Sublibrary index)

**FROM THE EDITING SCREEN:**

For a *Short format* index:

Press COMMAND

Type **i**

For a *Long format* index:

Press COMMAND

Type **I**

**TO PRINT THE INDEX FROM A DOCUMENT  
INDEX SCREEN:**

Press FORMAT

Press COPY to copy the Index listing to  
a document

or,

Press FORMAT to print the Index

or,

Press DELETE to cancel the process

**DOCUMENT NAME DISPLAY ON AN INDEX**

Passworded documents are preceded by: #

Glossary Documents are preceded by: \*\*

**INDEX FUNCTIONS**

*Menu*

**FUNCTIONS THAT CAN BE PERFORMED FROM A  
DOCUMENT INDEX SCREEN:**

Edit a document:

Place Marker on Document name, press GO TO  
PAGE

Attach a glossary:

Place Marker on glossary document name, press GL

*Index Functions (Continued)*

Highlight a document name:

Place Marker on document name, press EXECUTE

De-highlight a document name:

Place Marker on document name, press STOP

See document statistics from a short format index:

Place Marker on document name, press NOTE

Copy a document:

Place Marker on document name, press COPY

Rename a document:

Place Marker on document name, press MOVE

Delete a document:

Place Marker on document name, press DELETE

Print a document:

Place Marker on document name, press EXECUTE,  
press COMMAND, press SHIFT/FORMAT

Print multiple documents:

Highlight document names, press COMMAND, press  
FORMAT

Print entire library:

press MODE, press FORMAT

Copy a document to an archive media:

Place Marker on document name, press  
SHIFT/COPY

Copy multiple documents to an archive media:

Highlight document names, press COMMAND, press  
SHIFT/COPY

Copy entire library to an archive media

Press MODE, press SHIFT/COPY

Move a document to an archive media:

Place Marker on document name, press  
SHIFT/MOVE

Move multiple documents to an archive media:

Highlight document names, press COMMAND, press  
SHIFT/MOVE

Move entire library to an archive media:

Press MODE, press SHIFT/MOVE

## INDEX GENERATOR

*Editing Screen/Menu*

### FROM THE MAIN MENU:

Select *Document Processing Tools*

Press EXECUTE

Select *Index Generator*

Press EXECUTE

### FROM ANY MENU:

Press COMMAND

Type **ixg**

To learn how to use the Index Generator, refer to the *WORD ERA Reference* manual and the *WORD ERA Self-Paced* manual

## INSERT

*Editing Screen*

### TO INSERT TEXT:

Place the Cursor where you want to begin inserting

Press INSERT

Type [text]

Press EXECUTE

### TO CANCEL WHILE INSERTING:

Press CANCEL

Press EXECUTE to cancel insert

or,

Press CANCEL to continue inserting

### TO INSERT WHILE INSERTING:

Place the Cursor within the inserted text where you want to begin the new insert

Press INSERT

Type [text]

Press EXECUTE

### TO DELETE WHILE INSERTING:

Place the Cursor within the inserted text where you want to begin the deletion

Press DELETE

Highlight [text]

Press EXECUTE



## MAKE LIBRARY

*Menu*

### FROM THE MAIN MENU:

Select *Supervisory Functions*

Press EXECUTE

Select *Make library*

Press EXECUTE

Type [the new library name]

Press EXECUTE

### FROM ANY MENU:

Press COMMAND

Type **mkl**

Type [the new library name]

Press EXECUTE

## MARKER

*Menu*

You use the Marker to highlight menu options for selection, or select document names on a Document Index

### TO MOVE THE MARKER:

Press UP, DOWN, LEFT, RIGHT, SPACE BAR, or RETURN

or,

Type the first character of the menu option

### TO SELECT OPTIONS:

When the menu has only one Marker you may press EXECUTE to select the option at the Marker location.

When the menu has more than one Marker, use RETURN to move from Marker to Marker, press EXECUTE when you have selected all options. On menus with multiple markers, the current location marker flashes.

## MATH CALCULATE NUMBERS FROM KEYBOARD INPUT

*Editing Screen*

### TO ENTER MATH MODE:

Press COMMAND

Type **m** or **M**

*Math (Continued)*

**TO CALCULATE NUMBERS FROM  
KEYBOARD INPUT:**

**STEP 1:**

Press NOTE

**STEP 2:**

Type number

Type the sign for the math

operation you want to perform:

+	plus (or RETURN)
-	minus
*	multiply
/	divide
%	percent

Repeat Step 2 until calculations are completed.

**TO ENTER THE CURRENT RESULT IN TEXT:**

Press EXECUTE to save the current result  
and exit from keyboard input mode

Place the Cursor where you want the  
current result entered

Press one of the following keys if you  
want to precede the number by a symbol:

TAB  
DEC TAB  
COMMAND INDENT (right-flush tab)  
INDENT  
CENTER

To insert the current result, press INSERT  
To overwrite existing text, type =

**TO CLEAR THE CURRENT RESULT  
AND EXIT KEYBOARD INPUT:**

Press CANCEL

**TO SAVE THE CURRENT RESULT  
AND EXIT KEYBOARD INPUT:**

Press EXECUTE

**MATH  
CALCULATE WITH  
NUMBERS FROM TEXT**

*Editing Screen*

**TO ENTER MATH MODE:**

Press **COMMAND**

Type **m** or **M**

**TO CALCULATE WITH NUMBERS IN TEXT:**

**STEP 1:**

Place the Cursor on the first number

Type **+** to enter the number

**STEP 2:**

Place the Cursor on the second number

Type the sign for the math operation you  
want to perform:

<b>+</b>	plus
<b>-</b>	minus
<b>*</b>	multiply
<b>/</b>	divide
<b>%</b>	percent

Repeat Step 2 until calculations are  
completed.

**TO ENTER THE CURRENT RESULT IN TEXT:**

Place the Cursor where you want the  
current result entered

Press one of the following keys if you  
want to precede the number by a symbol:

**TAB**  
**DEC TAB**  
**COMMAND INDENT** (right-flush tab)  
**INDENT**  
**CENTER**

To insert the current result, press **INSERT**

To overwrite existing text, type **=**

**TO CLEAR THE CURRENT RESULT  
AND REMAIN IN MATH:**

Press **DELETE**

*Math (Continued)*

### **TO CLEAR THE CURRENT RESULT AND EXIT MATH:**

Press CANCEL

### **TO SAVE THE CURRENT RESULT AND EXIT MATH:**

Press EXECUTE

## **MERGE**

*Editing Screen*

### **TO TYPE A LEFT MERGE:**

Press MERGE

### **TO TYPE A RIGHT MERGE:**

Press SHIFT/MERGE

The MERGE symbol set is used for:

Separating alternating header or footer text

Marking levels for the Table of Contents

Generator

Delimiting Records Processing field labels

Delimiting include statements for

Document Assembly

## **MODE**

*Editing Screen/Menu*

### **TO ADD EMPHASIS TO TEXT:**

Place the Cursor at the beginning of the  
text you want to emphasize

Press MODE

Type one of the following emphasis codes:

<b>b or B</b>	(bold)
<b>_</b>	(underline)
<b>=</b>	(double underline)
<b>/</b>	(overstrike)
<b>r or R</b>	(reverse video)
<b>f or F</b>	(flash)

*Mode (Continued)*

Move the Cursor to the end of the  
emphasized text

Press MODE

Type the appropriate emphasis code

**TO ADD EMPHASIS WHILE TYPING:**

Press MODE

Type [the emphasis code]

Type [text]

Press MODE

Type [the emphasis code]

See *CURSOR MODES*, *GLOSSARY BY EXAMPLE*,  
and *PRINT DOCUMENT*

**MOVE**

*Editing Screen*

**TO MOVE TEXT:**

Press MOVE

Highlight text

Press EXECUTE

Move cursor to where you want  
text located

Press EXECUTE

**TO MOVE A BLOCK OF TEXT:**

Press COMMAND

Press MOVE

Highlight block of text

Press EXECUTE or SHIFT/EXECUTE

Move cursor to where you want text  
located

Press EXECUTE

**TO MOVE TEXT BETWEEN DOCUMENTS:**

Press SHIFT/MOVE

Type [document name]

Press EXECUTE

Move cursor to the text you want to move

Press EXECUTE

Highlight text

Press EXECUTE

*Move* (Continued)

**TO MOVE TEXT BETWEEN WINDOWS:**  
You must have at least two windows open  
Press MOVE  
Highlight text  
Press EXECUTE  
Press COMMAND  
Type j or J  
Move cursor to where you want text  
located  
Press EXECUTE

## **MOVE DOCUMENT**

*Menu*

**FROM THE MAIN MENU:**  
Select *Filing*  
Press EXECUTE  
Select *Rename document*  
Press EXECUTE  
Type [old document name]  
Press EXECUTE  
Type [new document name]  
Press EXECUTE

**FROM ANY MENU:**  
Press COMMAND  
Type **ren**  
Type [old document name]  
Press EXECUTE  
Type [new document name]  
Press EXECUTE

**FROM A DOCUMENT INDEX:**  
Place Marker on document name  
Press MOVE  
Type [new document name]  
Press EXECUTE

## **MOVE DOCUMENT TO ARCHIVE**

*Menu*

**FROM THE MAIN MENU:**  
Select *Filing*  
Press EXECUTE

*Move Document To Archive (Continued)*

Select *Move to archive*

Press EXECUTE

Insert archive media

Press EXECUTE

Press EXECUTE to mount archive media

or,

Press CANCEL to remove archive media

Type [source document name]

Press EXECUTE

Type [destination document name]

Press EXECUTE

**FROM ANY MENU:**

Press COMMAND

Type **mta**

Insert archive media

Press EXECUTE

Press EXECUTE to mount archive media

or,

Press CANCEL to remove archive media

Type [source document name]

Press EXECUTE

Type [destination document name]

Press EXECUTE

**FROM A DOCUMENT INDEX:**

Place Marker on document name

Press SHIFT/MOVE

Insert archive media

Press EXECUTE

Press EXECUTE to mount archive media

or,

Press CANCEL to remove archive media

Type [destination document name]

Press EXECUTE

**MOVE LIBRARY TO ARCHIVE**

*Menu*

**FROM A DOCUMENT INDEX:**

Press MODE

Press SHIFT/MOVE

Insert archive media

Press EXECUTE

Press EXECUTE to mount archive media

or,

Press CANCEL to remove archive media

## MOVE MULTIPLE DOCUMENTS TO ARCHIVE

*Menu*

### FROM A DOCUMENT INDEX:

To select documents to move:

Place Marker on document name

Press EXECUTE

(To de-select documents after you have  
selected them, press STOP)

Press COMMAND

Press SHIFT/MOVE

Insert archive media

Press EXECUTE

Press EXECUTE to mount archive media

or,

Press CANCEL to remove archive media

## NEXT SCRN

*Editing Screen/Menu*

### TO MOVE TO THE NEXT SCREEN OF TEXT:

Press NEXT SCRN

### TO MOVE TO THE NEXT PAGE OF TEXT:

Press GO TO PAGE

Press NEXT SCRN

### TO MOVE TO THE NEXT PRINTER ON THE PRINTER CONTROL MENU:

Press NEXT SCRN

## NOTE

*Editing Screen/Menu*

### TO TYPE NOTED TEXT:

Press NOTE

Type [text]

Press NOTE or RETURN

### TO PRINT WITH NOTES:

Select the *With notes* option on the  
*Print Document* menu

### TO SET A BOOKMARK:

Press COMMAND

Press NOTE

or,



*Note (Continued)*

Press COMMAND  
Type [bookmark number]  
Press NOTE

**TO GO TO A BOOKMARK:**

Press GO TO PAGE  
Press NOTE

or,

Press GO TO PAGE  
Type [bookmark number]  
Press NOTE

**TO SEE DOCUMENT STATISTICS FROM A DOCUMENT INDEX:**

Place the Marker on the document name  
Press NOTE

**NOTE PAGE**

*Editing Screen*

**TO GO TO THE NOTE PAGE:**

Press GO TO PAGE  
Type n or N

You cannot have any page breaks on the note page.  
Text on the note page cannot be printed.

**OPERATING SYSTEM SHELL ESCAPE**

*Editing Screen/Menu*

**TO USE COMMAND !  
FROM THE EDITING SCREEN:**

Press COMMAND  
Type ! (exclamation mark)  
Type [UNIX command]  
Press RETURN

When the command output is displayed,  
press EXECUTE to return to editing screen

**TO USE COMMAND !**

**FROM ANY MENU:**  
Press COMMAND  
Type !sh (exclamation mark)

### *Operating System Shell Escape (Continued)*

Type [UNIX command]

Press RETURN

When the command output is displayed,  
press EXECUTE to return to menu

#### **TO USE COMMAND | FROM THE EDITING SCREEN:**

Press COMMAND

Type | (pipe sign)

Highlight text

Press EXECUTE

Type [UNIX command]

Press RETURN

Your cursor is returned to the Editing  
screen and the command output is written in the  
document

## **OVERSTRIKE EMPHASIS**

### *Editing Screen*

#### **TO ADD OVERSTRIKE EMPHASIS:**

Move the Cursor where you want  
overstrike to begin

Press MODE

Type /

Move the Cursor where you want  
overstrike to end

Press MODE

Type /

or

Press MODE

Type /

Type [overstruck text]

Press MODE

Type /

#### **TO REMOVE OVERSTRIKE EMPHASIS:**

Move the Cursor to the beginning of the  
overstruck text

Press MODE

Type /

## PAGE BREAK, OPTIONAL

*Editing Screen*

**TO TYPE AN OPTIONAL PAGE BREAK:**

Press PAGE

**TO DELETE AN OPTIONAL PAGE BREAK:**

Place the Cursor on the page break

Press DELETE

You can have 999 page breaks in a document.

The optional page break can be deleted by the Hyphenation and Pagination function.

## PAGE BREAK, REQUIRED

*Editing Screen*

**TO TYPE A REQUIRED PAGE BREAK:**

Press SHIFT/PAGE

**TO DELETE A REQUIRED PAGE BREAK:**

Place the Cursor on the page break

Press DELETE

You can have 999 page breaks in a document.

The required page break is never deleted by the Hyphenation and Pagination function.

## PASSWORD, ASSIGN

*Menu*

**FROM THE MAIN MENU:**

Select *Supervisory Functions*

Press EXECUTE

Select *Assign password*

Press EXECUTE

Type [document name]

Press EXECUTE

Type [new password]

Press EXECUTE

Retype [new password]

Press EXECUTE

Press EXECUTE to continue

*Password, Assign (Continued)*

**FROM ANY MENU:**

Press COMMAND  
Type **apw**  
Type [document name]  
Press EXECUTE  
Type [new password]  
Press EXECUTE  
Retype [new password]  
Press EXECUTE  
Press EXECUTE to continue

**TO EDIT A PASSWORDED DOCUMENT:**

Edit the document  
Type [the password]  
Press EXECUTE

Passworded documents are preceded by a # sign on a  
*Document Index* screen.

**PASSWORD, CHANGE**

*Menu*

**FROM THE MAIN MENU:**

Select *Supervisory Functions*  
Press EXECUTE  
Select *Assign password*  
Press EXECUTE  
Type [document name]  
Press EXECUTE  
Type [old password]  
Press EXECUTE  
Type [new password]  
Press EXECUTE  
Retype [new password]  
Press EXECUTE  
Press EXECUTE to continue

**FROM ANY MENU:**

Press COMMAND  
Type **apw**  
Type [document name]  
Press EXECUTE  
Type [old password]  
Press EXECUTE  
Type [new password]

*Password, Change (Continued)*

Press EXECUTE  
Retype [new password]  
Press EXECUTE  
Press EXECUTE to continue

**PASSWORD, REMOVE**

*Menu*

**FROM THE MAIN MENU:**

Select *Supervisory Functions*  
Press EXECUTE  
Select *Assign password*  
Press EXECUTE  
Type [document name]  
Press EXECUTE  
Type [old password]  
Press EXECUTE  
Press EXECUTE for *Enter new password*  
Press EXECUTE for *Retype new password*  
Press EXECUTE to continue

**FROM ANY MENU:**

Press COMMAND  
Type **apw**  
Type [document name]  
Press EXECUTE  
Type [old password]  
Press EXECUTE  
Press EXECUTE for *Enter new password*  
Press EXECUTE for *Retype new password*  
Press EXECUTE to continue

**PREV SCR N**

*Editing Screen/Menu*

**TO MOVE TO THE PREVIOUS SCREEN OF TEXT:**

Press PREV SCR N

**TO MOVE TO THE PREVIOUS PAGE OF TEXT:**

Press GO TO PAGE  
Press PREV SCR N

**TO MOVE TO THE PREVIOUS PRINTER ON THE  
PRINTER CONTROL MENU:**

Press PREV SCR N

## PRINT DOCUMENT

### *Menu*

#### **FROM THE MAIN MENU:**

Select *Print Document*

Press EXECUTE

Type [document name]

Press EXECUTE

Set options on the *Print Document* menu

Press EXECUTE

#### **FROM ANY MENU:**

Press COMMAND

Type **prd**

Type [document name]

Press EXECUTE

Set options on the *Print Document* menu

Press EXECUTE

#### **FROM THE EDITING SCREEN:**

Press CANCEL

Press FORMAT

Set options on the *Print Document* menu

Press EXECUTE

#### **PRINT A SINGLE DOCUMENT FROM A DOCUMENT INDEX:**

Place Marker on document name

Press SHIFT/FORMAT

#### **PRINT MULTIPLE DOCUMENTS FROM A DOCUMENT INDEX:**

Place Marker on document name

Press EXECUTE

(Press STOP to de-highlight documents)

When all documents are highlighted:

Press COMMAND

Press FORMAT

#### **PRINT ENTIRE LIBRARY FROM A DOCUMENT INDEX:**

Press MODE

Press FORMAT

## PRINTER CONTROL

*Menu*

### FROM THE MAIN MENU:

Select *Printer Control*

Press EXECUTE

Press NEXT SCRN or PREV SCRN to see the queue for other printers on your system

### FROM ANY MENU:

Press COMMAND

Type **prc**

### FROM THE EDITING SCREEN:

Press COMMAND

Type **q** or **Q**

## PRINTER CONTROL (QUEUE CONTROL)

*Editing Screen*

### TO REMOVE A DOCUMENT FROM THE PRINT QUEUE:

Place the Cursor on the document name

Press DELETE

### TO CHANGE DOCUMENT POSITIONS IN THE PRINT QUEUE:

Place the Cursor on the document name

Press MOVE

Press UP or DOWN to move the Cursor to the new queue position

Press EXECUTE

### TO SUSPEND PRINTING OF A QUEUED DOCUMENT:

Place the Cursor on the document name

Press STOP

### TO RESTART PRINTING OF A SUSPENDED DOCUMENT:

Place the Cursor on the document name

Press GO TO PAGE

Press EXECUTE to start printing at the suspended page

or,

*Printer Control (Continued)*

Type 1, then press EXECUTE to start at the top of the suspended page

or,

Type 2, then press EXECUTE to start at the bottom of the suspended page

or,

Type the number of pages, plus 1 that you want to back up to begin printing, then press EXECUTE

**TO PRINT SINGLE SHEETS:**

From the *Main* menu:

Select *Print Document*

Press EXECUTE

Type [document name]

Press EXECUTE

Move the Marker to *Feed*

Move the Marker to *Sheet*

Press EXECUTE

The *Printer Control* screen is displayed

Insert sheet in the printer

Press GO TO PAGE

**PROTOTYPE DOCUMENT**

*Editing Screen/Menu*

The Prototype document you specify when you create a new document sets the following defaults for the document:

Cursor mode

Format line tab stops and right margin

Vertical line Spacing

Text Length

Header page text

Footer page text

Note page text

Work page text

Autosave on or off and the autosave number

*Print Document* menu settings



*Prototype Document (Continued)*

The system Prototype document is 0000. You can change the defaults in the 0000 document in your library, or you can specify ANY document on the system as a prototype document.

**RECORDS PROCESSING**

*Editing Screen/Menu*

**FROM THE MAIN MENU:**

Select *Document Processing Tools*

Press EXECUTE

Select *Records Processing*

Press EXECUTE

**FROM ANY MENU:**

Press COMMAND

Type **rpr**

To learn how to use Records Processing, refer to the *WORD ERA Records Processing Manual*

**REMOVE ARCHIVE MEDIA**

*Menu*

**FROM THE MAIN MENU:**

Select *Filing*

Press EXECUTE

Select *Remove archive media*

Press EXECUTE

Press EXECUTE to remove archive media from drive

**FROM ANY MENU**

Press COMMAND

Type **rad**

Press EXECUTE to remove archive media from drive

**REMOVE LIBRARY**

*Menu*

**FROM THE MAIN MENU:**

Select *Supervisory Functions*

Press EXECUTE

Select *Remove library*

*Remove Library (Continued)*

Press EXECUTE  
Type [library name]  
Press EXECUTE

**FROM ANY MENU:**  
Press COMMAND  
Type **rml**  
Type [library name]  
Press EXECUTE

You cannot remove a library if there are documents in it. Delete or move the documents first, then remove the library.

## RENAME DOCUMENT

*Menu*

**FROM THE MAIN MENU:**  
Select *Filing*  
Press EXECUTE  
Select *Rename document*  
Press EXECUTE  
Type [old document name]  
Press EXECUTE  
Type [new document name]  
Press EXECUTE

**FROM ANY MENU:**  
Press COMMAND  
Type **ren**  
Type [old document name]  
Press EXECUTE  
Type [new document name]  
Press EXECUTE

**FROM A DOCUMENT INDEX:**  
Place Cursor on document name  
Press MOVE  
Type [new document name]  
Press EXECUTE

## REPLACE

*Editing Screen*

### TO REPLACE TEXT:

Press REPLACE

Highlight text to replace

Press EXECUTE

Type [replacement text]

Press EXECUTE

See *GLOBAL SEARCH AND REPLACE*

## REQUIRED SPACE

*Editing Screen*

### TO TYPE A REQUIRED SPACE:

Press COMMAND

Press SPACE BAR

### TO GO TO A REQUIRED SPACE:

Press GO TO PAGE

Press COMMAND

Press SPACE BAR

## RESTORE PAGE

*Editing Screen*

### TO RESTORE A PAGE:

Press COMMAND

Type **r** or **R**

Press EXECUTE to restore page

or,

Press CANCEL to cancel page restoration

## RETRIEVE DOCUMENT FROM ARCHIVE

*Menu*

### FROM THE MAIN MENU:

Select *Filing*

Press EXECUTE

Select *Retrieve from archive*

Press EXECUTE

Insert archive media

Press EXECUTE

Press EXECUTE to mount archive media

or,

Press CANCEL to remove archive media

Type [source document name]

Press EXECUTE

*Retrieve Document From Archive (Continued)*

Type [destination document name]  
Press EXECUTE

**FROM ANY MENU:**

Press COMMAND

Type *rfa*

Insert archive media

Press EXECUTE

Press EXECUTE to mount archive media

or,

Press CANCEL to remove archive media

Type [source document name]

Press EXECUTE

Type [destination document name]

Press EXECUTE

**FROM THE ARCHIVE INDEX:**

Select *Index* from the *Main* menu

Select the *Type of Index* option you  
want and press RETURN

Select the *Index To* option you want  
and press RETURN

Select the *Archive media* option  
under *Index From*

Press EXECUTE

Insert archive media

Press EXECUTE

Press EXECUTE to mount archive media

or,

Press CANCEL to remove archive media

Place Cursor on document name

Press SHIFT/COPY to copy document

or,

Press SHIFT/MOVE to move document

Type [destination document name]

Press EXECUTE

Press CANCEL to unmount archive media and  
return to the *Document Index* menu

**RETRIEVE LIBRARY FROM  
ARCHIVE INDEX**

*Menu*

**FROM THE MAIN MENU:**

Select *Index* from the *Main* menu

*Retrieve Library From Archive Index (Continued)*

Select the *Type of Index* option you want and press RETURN  
Select the *Index To* option you want and press RETURN  
Select the *Archive media* option under *Index From*  
Press EXECUTE  
Insert archive media  
Press EXECUTE  
Press EXECUTE to mount archive media  
or,  
Press CANCEL to remove archive media  
Press MODE  
Press SHIFT/COPY to copy documents  
or,  
Press MODE  
Press SHIFT/MOVE to move documents  
Press EXECUTE  
Press CANCEL to unmount archive media and return to the *Index* menu

**RETRIEVE MULTIPLE DOCUMENTS FROM ARCHIVE INDEX**

*Menu*

**FROM THE MAIN MENU:**

Select *Index* from the *Main* menu  
Select the *Type of Index* option you want and press RETURN  
Select the *Index To* option you want and press RETURN  
Select the *Archive media* option under *Index From*  
Press EXECUTE  
Insert archive media  
Press EXECUTE  
Press EXECUTE to mount archive media  
or,  
Press CANCEL to remove archive media  
To select documents to move:  
Place Cursor on document name  
Press EXECUTE  
(To de-select documents after you have selected them, press STOP)

### *Retrieve Multiple Documents From Archive Index* (Continued)

Press COMMAND  
Press SHIFT/COPY to copy documents  
or  
Press COMMAND  
Press SHIFT/MOVE to move documents  
Press EXECUTE  
Press CANCEL to return to the *Index* menu  
Press CANCEL to unmount archive media and  
return to the *Main* menu.

## REVERSE VIDEO EMPHASIS

### *Editing Screen*

#### **TO ADD REVERSE VIDEO EMPHASIS:**

Move the Cursor where you want reverse  
video to begin

Press MODE

Type **r** or **R**

Move the Cursor where you want reverse  
video to end

Press MODE

Type **r** or **R**

or,

Press MODE

Type **r** or **R**

Type [reverse video text]

Press MODE

Type **r** or **R**

#### **TO REMOVE REVERSE VIDEO EMPHASIS:**

Move the Cursor to the beginning of the  
reverse video text

Press MODE

Type **r** or **R**

## RIGHT-FLUSH TAB

### *Editing Screen*

#### **TO SET IN FORMAT LINE:**

Press FORMAT

Move Cursor to desired position

Type **r** or **R**

Press EXECUTE

*Right-Flush Tab (Continued)*

**TO TYPE A RIGHT-FLUSH TAB:**

Press COMMAND

Press INDENT

**TO GO TO RIGHT-FLUSH TAB:**

Press GO TO PAGE

Press COMMAND

Press INDENT

**SAVE CHANGES**

*Editing Screen*

**TO SAVE CHANGES:**

Press COMMAND

Press RETURN

Press EXECUTE to save changes

or,

Press CANCEL to continue editing without  
saving changes

See *AUTOSAVE*

**SCREEN SYMBOLS**

*Editing Screen*

See *SYMBOL DISPLAY*

**SEARCH**

*Editing Screen*

**TO SEARCH FORWARD:**

Press SEARCH

Type [text]

Press EXECUTE

Press EXECUTE to continue search

or,

Press CANCEL to stop search

**TO SEARCH BACKWARD:**

Press COMMAND

Press SEARCH

Type [text]

Press EXECUTE

Press EXECUTE to continue search

or,

Press CANCEL to stop search

*Search (Continued)*

**TO SEARCH FROM THE BEGINNING:**

Press SHIFT/SEARCH

Type [text]

Press EXECUTE

Press EXECUTE to continue search

or,

Press CANCEL to stop search

**TO REVISE SEARCH TEXT:**

Press SEARCH

The last search text is displayed

Press INSERT

Type [additional text]

Press EXECUTE

**TO SEARCH WITH WILDCARD CHARACTERS:**

Substitute \* for any number of  
characters in search text

Substitute ? for a single character in  
search text

**SHORTCUT CODES**

*Menu*

**TO TYPE A SHORTCUT CODE FROM ANY  
MENU:**

Press COMMAND

Type any one of the following shortcut codes:

<b>adn</b>	Assign Archive Media Name
<b>apw</b>	Assign Password
<b>agl</b>	Attach Glossary
<b>bin</b>	Describe Bin Feeder
<b>cgl</b>	Create New Glossary
<b>chl</b>	Change Library
<b>cpy</b>	Copy Document
<b>cta</b>	Copy to Archive
<b>crd</b>	Create New Document
<b>das</b>	Document Assembly
<b>del</b>	Delete Document
<b>dfa</b>	Delete from Archive
<b>dgl</b>	Detach Glossary
<b>edd</b>	Edit Old Document
<b>egl</b>	Edit Old Glossary
<b>fnp</b>	Footnote Processing



*Shortcut Codes (Continued)*

<b>fad</b>	Format Archive Media
<b>fpr</b>	Forms Processing
<b>hyp</b>	Hyphenation & Pagination
<b>ixa</b>	Index (Author)
<b>ixg</b>	Index Generator
<b>ixl</b>	Index (Long Format)
<b>ixo</b>	Index (Operator)
<b>ixs</b>	Index (Short Format)
<b>lib</b>	Index (Sublibraries)
<b>mkl</b>	Make Library
<b>mta</b>	Move to Archive
<b>prd</b>	Print Document
<b>prc</b>	Printer Control
<b>rad</b>	Remove Archive Media
<b>ren</b>	Rename Document
<b>rfa</b>	Retrieve from Archive
<b>rml</b>	Remove Library
<b>rpr</b>	Records Processing
<b>spe</b>	Spell Editor
<b>spl</b>	Spelling Checker
<b>toc</b>	Table of Contents Generator
<b>vgl</b>	Verify Glossary
<b>!sh</b>	Shell Escape

**SORT NUMBERS**

*Editing Screen*

**RULES FOR SORTING NUMBERS:**

The first number in a column of numbers **MUST** be preceded by a DEC TAB. Other numbers in the column may be preceded by any one of the following formatting symbols:

- DEC TAB
- TAB
- RIGHT-FLUSH TAB
- INDENT
- CENTER

**TO SORT NUMBERS IN ASCENDING ORDER:**

- Press COMMAND
- Press MERGE
- Highlight column of numbers
- Press EXECUTE

### *Sort Numbers (Continued)*

#### **TO SORT NUMBERS IN DESCENDING ORDER:**

Press COMMAND  
Press SHIFT/MERGE  
Highlight column of numbers  
Press EXECUTE

#### **SORT TEXT**

##### *Editing Screen*

#### **TO SORT TEXT IN ASCENDING ORDER:**

Press COMMAND  
Press MERGE  
Highlight text  
Press EXECUTE

#### **TO SORT TEXT IN DESCENDING ORDER:**

Press COMMAND  
Press SHIFT/MERGE  
Highlight text  
Press EXECUTE

#### **SPACE BAR**

##### *Editing Screen/Menu*

#### **FROM THE EDITING SCREEN:**

Press SPACE BAR to type a space

Note: Do not use the SPACE BAR to move the Cursor on the editing screen because the SPACE BAR overtypes characters with a space.

#### **FROM ANY MENU:**

Press SPACE BAR to move the Marker through menu options

#### **SPACING**

##### *Editing Screen*

See *VERTICAL LINE SPACE SETTING*

#### **SPELL EDITOR**

##### *Menu*

You Use the *Spell Editor* only for documents you have processed through the *Spelling Checker* using the *Automatic* or *Background* processing option.

*Spell Editor* (Continued)

If you use one of these options, spelling markers are placed in the document. You can process a "marked" document through the *Spell Editor* at any time. The same correction methods are used for both the *Spell Editor* and *Spelling Checker*.

See *SPELLING CHECKER* for error correction procedures and additional information.

**SPELLING CHECKER**

*Menu*

**FROM THE MAIN MENU:**

Select *Document Processing Tools*

Press EXECUTE

Select *Spelling Tools*

Press EXECUTE

Select *Spelling Checker*

Press EXECUTE

Type [document name]

Set *Spelling Checker* options

Press EXECUTE

**FROM ANY MENU:**

Press COMMAND

Type *spl*

Type [document name]

Set *Spelling Checker* options

Press EXECUTE

**TO CORRECT SPELLING ERRORS:**

Press RETURN to move through selected words

Use one of the following methods to correct errors:

Type over incorrect characters

INSERT to insert characters or spaces

DELETE to delete characters or spaces

### *Spelling Checker (Continued)*

#### **TO USE THE SUGGESTED WORD LIST:**

Press SEARCH

Press UP or DOWN to step through the list of suggested words

When the correct suggested word is displayed, press REPLACE to replace the incorrect word in your document

Press SUBSCRIPT to clear the screen and see the entire list of suggested words

Press EXECUTE to return to the *Spelling Checker* screen

#### **TO ENTER WORDS IN AN EXCEPTION DICTIONARY:**

Press COPY to add a word in lowercase

Press SHIFT/COPY to add a word with its exact capitalization

Press SHIFT/COPY to add an alpha/numeric or numeric word

#### **TO CHANGE EXCEPTION DICTIONARIES INTERACTIVELY:**

Press GO TO PAGE

Type the Exception Dictionary name

Press EXECUTE

Refer to the WORD ERA *Reference* manual for additional information about *Spelling Tools*.

## **STATUS LINES**

### *Editing Screen*

There are two status lines at the top of the editing screen:

#### **STATUS LINE 1 DISPLAYS:**

Document name

Cursor Position:

Page number

Line number

Position number

(The current horizontal cursor position is also indicated by the cross-hair in the format line)

*Status Lines (Continued)*

**STATUS LINE 2 DISPLAYS:**

Cursor mode  
Format line number  
Vertical line spacing  
Text length

See *CURSOR, CURSOR MODES, CURSOR STATUS UPDATE, FORMAT LINE, VERTICAL LINE SPACE SETTING, TEXT LENGTH SETTING*

**STOP**

*Editing Screen*

The STOP key is used for the following functions:

- To de-highlight selected documents on a  
*Document Index*
- To suspend a print job on the *Printer Control* screen
- To set the Autosave function
- To copy a document from the editing screen

See *HIGHLIGHT TEXT, PRINTER CONTROL, AUTOSAVE*

**SUBSCRIPT**

*Editing Screen*

You use SUBSCRIPT for the following functions:

- To print 1/4 line below other text on the same line: (example: H<sub>2</sub>O)
- To type the example: Type H, press SUBSCRIPT, type 2, press SUPERScript, type O.
- To set column-end symbols in a format line, press SUBSCRIPT
- To move the Cursor to the bottom of a column: press GO TO PAGE, then press SUBSCRIPT

See *COLUMNS, MULTIPLE*

## SUPERSCRIPIT

*Editing Screen*

You use SUPERSCRIPIT for the following functions:

To print 1/4 line above other text on  
the same line: (example: 2 X 10<sup>4</sup>)

To type the example: Type 2 X 10, press  
SUPERSCRIPIT, type 4, press SUBSCRIPT.

To set column-start symbols in a format line, press  
SUPERSCRIPIT

To move the Cursor to the top of a  
column: press GO TO PAGE, then press  
SUPERSCRIPIT

See *COLUMNS, MULTIPLE*

## SUPERVISORY FUNCTIONS

*Menu*

See *CHANGE LIBRARY, MAKE LIBRARY,  
REMOVE LIBRARY, PASSWORD, DESCRIBE BIN  
FEEDER*

## SYMBOL DISPLAY

*Editing Screen*

**TO TURN OFF THE SCREEN SYMBOL DISPLAY:**

Press COMMAND

Press REPLACE

**TO TURN ON THE SCREEN SYMBOL DISPLAY:**

Press COMMAND

Press REPLACE

## TAB

*Editing Screen*

**TO SET IN FORMAT LINE:**

Press FORMAT

Move Cursor to position

Press TAB

Press EXECUTE

*Tab (Continued)*

**TO TYPE A TAB:**

Press TAB

**TO GO TO TAB SYMBOL:**

Press GO TO PAGE

Press TAB

**TO GO TO TAB STOP POSITION:**

Press COMMAND

Press TAB

**TABLE OF CONTENTS GENERATOR**

*Editing Screen/Menu*

**FROM THE MAIN MENU:**

Select *Document Processing Tools*

Press EXECUTE

Select *Table of Contents Generator*

Press EXECUTE

**FROM ANY MENU:**

Press COMMAND

Type **toc**

To learn how to use the Table of Contents Generator refer to the *WORD ERA Reference* manual and the *WORD ERA Self-Paced* manual

**TEXT LENGTH SETTING**

*Editing Screen*

**TO SET THE TEXT LENGTH FOR A DOCUMENT:**

Press COMMAND

Press PAGE

Type [number of text lines per page]

Press EXECUTE

**UNDERLINE EMPHASIS**

*Editing Screen*

**TO ADD UNDERLINE EMPHASIS:**

Move the Cursor where you want underline  
to begin

Press MODE

Type **\_** (underline)

### *Underline Emphasis (Continued)*

Move the Cursor where you want underline  
to end

Press MODE

Type \_ (underline)

or

Press MODE

Type \_ (underline)

Type [underlined text]

Press MODE

Type \_ (underline)

### **TO REMOVE UNDERLINE EMPHASIS:**

Move the Cursor to the beginning of the  
underlined text

Press MODE

Type \_ (underline)

## **VERIFICATION ERRORS**

### *Editing Screen*

Verification errors are displayed on Page W of the  
glossary document

### **TO SEE VERIFICATION ERRORS:**

Press GO TO PAGE

Type w or W

## **VERIFY GLOSSARY**

### *Editing Screen/Menu*

### **FROM THE EDITING SCREEN:**

Press CANCEL

Press EXECUTE

The glossary document is automatically verified when  
you press EXECUTE at the *End of Edit Options*  
menu

### **FROM THE MAIN MENU:**

Select *Glossary Functions*

Press EXECUTE

Select *Verify glossary*

Press EXECUTE

Type [glossary document name]

Press EXECUTE



*Verify Glossary (Continued)*

**FROM ANY MENU:**

Press COMMAND

Type **vgl**

Type [glossary document name]

Press EXECUTE

Verification errors are displayed on Page W of the glossary document.

**VERTICAL LINE SPACE SETTING**

*Editing Screen*

The vertical line space setting is indicated by the number following the word "Spacing" in the second status line on the editing screen.

**TO SET VERTICAL LINE SPACING:**

Press COMMAND

Type **s**

Type one of the following:

0 (Zero space)

1 (Single space)

2 (Double space)

3 (Triple space)

w (Space and one-half)

h (Half space)

q (Quarter space)

**VERTICAL SCROLL SETTING**

*Editing Screen*

**TO SET VERTICAL SCROLL:**

Press COMMAND

Type [number of lines to scroll  
vertically (from 1 to 20)]

Type **v** or **V**

**WILDCARD CHARACTERS**

*Editing Screen*

See *SEARCH*

## WINDOWS

*Editing Screen*

### TO OPEN AND SET A WINDOW:

Press COMMAND

Type w or W

Move Cursor to horizontal or vertical  
window position

Press EXECUTE

Type [document name]

Press EXECUTE

### TO JUMP BETWEEN WINDOWS:

Press COMMAND

Type j or J

### TO ISOLATE A WINDOW:

Press COMMAND

Type f or F

### TO CLOSE A WINDOW:

Press CANCEL

Press EXECUTE to save the changes you  
made to your windowed document

or,

Press any other key displayed on the  
*End of Edit Options* menu

See *COPY, MOVE, EDIT OLD GLOSSARY*

## WORK PAGE

*Editing Screen*

### TO GO TO THE WORK PAGE:

Press GO TO PAGE

Type w or W

Glossary verification errors are  
displayed on the Work page

You cannot have any page breaks on the  
Work page

Text on the Work page cannot be printed.

## MESSAGES

This section lists every WORD ERA message in alphabetical order. Possible problems and possible solutions are provided. The following example shows you how messages are formatted:

---

### **Can't delete**

The document you are trying to delete is in use.

*Wait until the document is available.*

---

The message is displayed in large bold type and is listed in alphabetical order.

One or more possible situations or problems are offered.

The possible solutions to the problem are indented and displayed in italic type.

## **An empty glossary is attached**

You have verified and/or attached a glossary document that contains no entries.

The glossary document may contain errors.

*You can use the empty glossary document to create Glossary by Example entries.*

*Attach a different glossary document.*

*Edit the glossary document and correct the errors.*

## **Archive media full, delete unnecessary documents**

There is no more space available on the archive media you are using.

*Delete unnecessary documents from the archive media to make room for new documents.*

*Use a different archive media that is not full.*

## **Archive insert unsuccessful**

The archive media is not inserted properly.

The archive media is not formatted.

The archive media is defective.

*Remove the archive media and insert it again.*

*Format the archive media.*

*Use a different archive media.*

**Archive media name is not available**

The archive media does not have a name yet because it is not formatted.

*Format the archive media before assigning it a name.*

**Attach unsuccessful**

A glossary exists but cannot be opened because too many documents are open.

*Wait until some documents are closed.*

*Close some documents, and try attaching the glossary again.*

**Bad location**

The line and position numbers specified for the **posmsg** or **clrpos** functions exceed the allowable range (lines 1 through 25, positions 1 through 80).

*Edit the glossary document and change the **posmsg** or **clrpos** position locations.*

**Can't access**

You do not have permission to use that library or document.

*Consult your operating system manual for information on changing file permissions.*

*Use a different library or document.*

### **Can't add word**

A word containing more than 64 characters cannot be included in an exception dictionary.

*Use shorter words.*

### **Can't attach**

You entered the name of a glossary that is not in the current library.

You entered the name of a glossary that does not exist.

You do not have permission to use the glossary.

*Type the name of a glossary in the current library.*

*Type the full pathname to attach a glossary document from a different library.*

*Type the name of an existing glossary document.*

*Consult your system manual for information on changing permissions.*

### **Can't bypass pagination for wrapped columns**

On a document with wrapped columns, you cannot perform hyphenation without also performing pagination.

*Press EXECUTE to return to the Hyphenation and Pagination menu; then select Both.*

**Can't change archive media name**

The archive media you are trying to assign a name to is not formatted or it is damaged.

*Format the archive media or use another archive media.*

**Can't compile exception dict.**

The compiler has failed because of an out-of-memory condition.

*Try again.*

**Can't create**

You do not have permission to use that library to create a document or sublibrary.

The system disk is full.

*Consult your system manual for information on changing permissions.*

*Use a different library.*

*Remove some documents from the system disk.*

**Can't create copy**

There is not enough space on the system to create a copy of this document.

*Remove some documents from the system disk to make room for the copy.*

*If you are trying to print a document with the Copy option set to Yes, set the Print Document menu Copy option to No.*

### **Can't create process**

There are no more system resources available, so a new process cannot be started.

*Wait until some of the processes have been completed.*

*Refer to your operating system manual for information on increasing your system resources.*

### **Can't create temp file**

You are trying to access WORD ERA from an operating system shell and you do not have permission to use the current library.

The system disk is full.

You have four windows open and a glossary attached.

*Consult your system manual for information on changing permissions.*

*Use a different library.*

*Remove some documents from the system disk.*

*Detach the glossary and try again.*

*Close one of the windows and try again.*

### **Can't delete**

The document you are trying to delete is in use.

You have entered the wrong password for a password-protected document.



You do not have permission to use the document or library.

The sublibrary you are trying to delete has documents in it.

The archive media you are using has a write-protect tab on it.

*Wait until the document is available.*

*Check to be sure you have the correct password.*

*Consult your system manual for information on changing permissions.*

*Change to the sublibrary and delete the documents, then remove the library.*

*Remove the write-protect tab.*

### **Can't find printer type in /etc/printcap**

The printer type you specified under the *To file* option on the *Print Document* menu is not in the **/etc/printcap** file.

The **/etc/printcap** file does not exist on your system.

Permissions for **/etc/printcap** are wrong.

*Reinstall the WORD ERA /etc/printcap file on your system.*

*Consult your system manual for information on changing permissions.*

## Can't get to the library

You do not have permission to access this library.

*Consult your system manual for information on changing permissions.*

*Use a different library.*

## Can't open

You do not have permission to use the document or the current library.

The archive media you are using has a write-protect tab on it.

*Consult your system manual for information on changing permissions.*

*Use a different document or library.*

*Remove the write-protect tab.*

## Can't open [document name]

You may be printing a document with the *Print Document* menu *Copy* option set to *No*.

You may have deleted a document that was printing without first removing it from the print queue. (In this case the *Copy* option on the *Print Document* menu would have been set to *Yes*).

*Wait until the document finishes printing, then use it.*

*Delete the job from the print queue if you have not done so already.*

**Can't open exception dictionary**

You do not have permission to use that exception dictionary.

*Consult your system manual for information on changing permissions.*

*Use a different exception dictionary.*

**Can't open include document**

The name of a document in an include statement cannot be opened for use because you do not have permission to use the document.

The include document is being edited, printed, or archived.

The include document you specified is not in your current library, or you have specified an incorrect pathname for the include document.

*Check any documents used in an include statement to be sure you have permission to use the document you specified.*

*Check to be sure the document is not in use.*

*Check to be sure the include document is in your library. If it is not, specify a full pathname, or move it to your current library.*

*Check to be sure that the document name is spelled correctly in the include statement.*

### **Can't open lexicon**

You do not have permission to use the Spelling Tools lexicon.

*Consult your system manual for information on changing permissions.*

### **Can't open printcap file**

The WORD ERA `/etc/printcap` file does not exist on your system.

*Reinstall the WORD ERA `/etc/printcap` file.*

### **Can't open prstate file**

Permissions for the `prstate` file are wrong.

*Consult your system manual for information on changing permissions.*

### **Can't open temp file**

The results of a Records Processing `select` or `sort` are placed in a temporary file. In this case, this file cannot be opened because the system disk is full or because you do not have permission to use the library specified.

*Use the Filing menu to remove some documents from the system disk and try again, or change the permissions for the library.*

### **Can't overwrite output document**

The output-document name that you entered is the same as an existing document.

You do not have permission to overwrite that document.

*Consult your system manual for information on changing permissions.*

*Use a different output document name.*

## **Can't process output document**

An output document generated by the Hyphenation and Pagination feature or by Footnote Processing cannot be processed again by either feature.

*Edit the source document, and process it again through Hyphenation and Pagination or Footnote Processing.*

*If you have made changes to the output document that you want to save, or if the source document is lost or damaged, create a new document. Then use SHIFT/COPY to copy the text of the output document into the new document. Now you can process the new document with Hyphenation and Pagination.*

*You cannot do Footnote Processing again on a footnote output document because the footnote text has already been incorporated in the body of the document.*

## **Can't read**

There may be errors on your system disk or your archive media.

*Try the function again. If the error occurs repeatedly, consult your system administrator.*

*Try a different archive media*

## Can't read ovhd file

Your exception dictionary `.dc` file cannot be opened. There may be too many files open.

*Wait until some processes have been completed.*

*If the problem persists, delete the `.dc` file for that exception dictionary through the operating system; then edit the exception dictionary with `WORD ERA`.*

## Can't remove archive media

An error occurred in the archive media controller.

*Exit to the shell or system menu and enter `WORD ERA` again.*

*If leaving and reentering `WORD ERA` does not help, consult your system administrator.*

## Can't rename

You do not have permission to use the document.

*Consult your system manual for information on changing permissions.*

*Use a different document.*

## Can't update archive info

The document information for the archive copy of the document cannot be updated because the archive media has a write-protect tab on it.

*If you want the information on the archive copy to be updated remove the write-protect tab.*

**Can't update prstate file**

Permissions for the **prstate** file are wrong.

*Consult your system manual for information on changing permissions.*

**Can't write**

The archive media you are using is full.

*Use another archive media.*

*Remove some documents from the archive media.*

**Can't write to output document**

Your system disk is full.

*Remove some documents, and then try again.*

**Command not allowed**

You cannot use shortcut codes or commands from the Spelling Checker menu.

*Press EXECUTE to continue and make your menu selections.*

*Press EXECUTE to continue and CANCEL to stop the process.*

**Command not found**

You typed a menu shortcut code that does not exist.

You typed a command that does not exist.

*Type the correct shortcut code.*

*Press EXECUTE to continue, then type an appropriate command.*

## **Control glossary format error**

Your Records Processing control glossary document has a syntax error in it.

*Edit the control glossary document, locate the error, and fix it.*

## **Dictionary not available**

The Spelling Tools lexicon file is not installed on your system.

*Reinstall WORD ERA on your system.*

## **Dictionary not correct**

You are attempting to use a lexicon for one language (for example, French) with another language version of WORD ERA.

*Check that your environment variable LANGUAGE is set correctly. (Refer to the WORD ERA Technical Reference manual for information about the LANGUAGE variable.)*

*Reinstall the correct version of WORD ERA.*

## **Doc. contains spelling marker**

You cannot access a document that has been processed through the Spelling Checker in automatic or background mode without deleting the markers.

*Press DELETE to edit the document.*

*Press CANCEL to stop the process; then run the document through the Spell Editor to make corrections.*



**Document already exists**

The document name you typed is already in use in the current library.

*Choose a different name.*

*Change to a different library.*

*Delete the existing document first.*

**Document contains footnotes**

The document you are trying to print contains footnotes and has not been processed with Footnote Processing.

*Press EXECUTE to print the document with footnote references but without footnote text.*

*Press CANCEL. Use Footnote Processing to create an output document with footnotes properly formatted and positioned.*

**Document doesn't exist**

There is no document in the current library with the name you typed.

*Use an index to determine the correct document name.*

*Change to a different library.*

**Document in use**

The document is being used by another user on a multiuser system.

The document is printing with the *Print Document* menu *Copy* option set to *No*.

*Wait until the other user has finished with the document.*

*Wait until the document has finished printing.*

*Delete the document from the print queue.*

## **Document name too long**

The document name you typed is too long.

*Use a different name that is not more than 11 characters long.*

## **Document not found**

The source document name you typed during a SHIFT/COPY, SHIFT/MOVE, or Window operation does not exist in the current library.

*Use an index to find the correct document name.*

*Change to a different library.*

## **Documents are identical**

You gave the copy the same name as the original.

*Type a different name for the copy.*

## **End of field reached**

While using Forms Processing, you reached the end of a field in the form document.

*Use BACKSPACE or LEFT to move the cursor back to the field.*

*Press RETURN or DELETE to move the cursor to the next field.*

## **End of form reached**

While using Forms Processing, you came to the end of a form.

*Press CANCEL for the End of Form Options menu, or press any function key to return to the top of the form.*

## **Entry in use**

The entry label you gave for a newly created glossary-by-example entry is already in use in the attached glossary.

*Choose a different label.*

*Attach a different glossary that does not contain that entry label.*

## **Field size greater than 2048 characters**

A field in your Records Processing list document is greater than 2048 characters.

*Return to the list document, shorten the field, and try again.*

## **Field type mismatch**

While using Forms Processing you are trying to enter characters that are not allowed in a numeric field.

*Enter only numbers, spaces, or the following symbols in a numeric field: + - . ( ) # @ \$ % [ ] { } < > / = \*.*

*Edit the form document and change the field from a numeric field to a general field.*

### **Format document format error**

A field label in your Records Processing format document is missing a left merge symbol (<) or a right merge symbol (>).

The format document contains an end-of-record indicator (<>).

The repeat statement argument (number of times to repeat) is not enclosed in parentheses, or one of the repeat statement merge symbols is missing.

The include statement is not followed by a document name.

*Return to the format document and make the correction.*

### **Format unsuccessful**

You are using the wrong kind of archive media.

The archive media is damaged.

*Check your computer manual to determine the correct type of archive media to use.*

*Use a different archive media.*

### **Function 'substitute' has invalid arguments**

The **substitute** function argument you specified in your Records Processing control glossary has invalid arguments.

*Check your use of the substitute function and make changes.*

**Function in control glossary unavailable**

An entry in your Records Processing control glossary document contains a function or command that is not available.

*Return to the control glossary and make corrections.*

**Function is not for glossary**

Entries in a glossary document will be unusable if they are hyphenated.

*Do not hyphenate glossary documents.*

**Function not for Library**

You have typed a library name instead of a document name when you were trying to perform a document function such as editing or filing.

*Use a document name.*

**Glossary already exists**

You entered the name of a glossary document that exists in your current library while you were creating a new glossary document.

*Use a new glossary document name.*

*Change to a different creation library that does not contain a document with that name.*

**Glossary document not allowed**

You entered a glossary document name instead of an exception-dictionary name.

*Enter the name of an exception-dictionary document.*

*Enter the name of a new document.*

*Press CANCEL, and continue without an exception dictionary attached.*

### **Glossary doesn't exist**

The glossary document does not exist in the current library.

The document you chose is not a glossary document.

*Select an existing glossary.*

*Change to a different library.*

*Choose a glossary document.*

### **Glossary entry not found**

The glossary entry you specified in a call statement is not in your Records Processing control glossary document.

The glossary contains an entry that has not been verified, so none of the entries in that glossary are available for use.

*Return to the control glossary document and find the proper name of the entry you want.*

*Edit the glossary and make the necessary corrections, or remove the entry that does not verify.*

### **Header and footer leave no room on page for document**

The combined number of lines on the header and footer pages combined is so large that there is not enough room on the page to print text.

The footer is printing so far up on the page that there is not enough room to print text.

*Edit the document and adjust the header and footer.*

*Change the line number on which the footer starts printing, and print the document again.*

## **Illegal document name**

The name you typed starts with a period.

The name you typed contains a space or one of these characters: ? ! & @ \* " ' / / ; < > |

*Type another name that does not start with a period.*

*Type another name that does not contain a space or one of the listed characters.*

## **Illegal format**

You have created a multiple-column format line that does not have matching column markers.

You have entered a paper length or width of 0.00 on the *Describe bin feeder* menu.

*Be sure each column has a start and end marker in the format line. Remember that you do not need to mark the beginning of the first column or the ending of the last column.*

*Enter a number for paper length or width other than zero.*

## **Illegal indent**

There is no room at the right margin for any characters following the indent symbol.

*Press EXECUTE to continue. The illegal indent at the end of the line is converted into a RETURN.*

## **Illegal library name**

The library name you typed starts with a period.

The library name you typed contains a space or one of these characters: ? ! & @ \* " ' / | ; < > |

*Type another name that does not start with a period.*

*Type another name that does not contain a space or one of the listed characters.*

## **Incorrect password**

You have typed the wrong password.

*Try again, in case you made a typographical error while entering the password.*

*Check to be sure you know the correct password.*

## **Information not available**

The sublibrary you are trying to open is corrupted.

*Avoid using that sublibrary and consult your system administrator.*



**Invalid numeric field**

While using the Math function, you placed the Cursor on a field that is not considered numeric.

*Edit the field to remove the non-numeric characters.*

*Move the cursor to a different field.*

**Label not in list record**

Your Records Processing format document contains a field label that does not exist in the list document.

*Compare the labels of the format document with the labels in the list document and make corrections. Or press EXECUTE to continue, then edit the output document to see which field(s) were not merged.*

**Library already exists**

The library you are trying to create already exists.

*Choose another library name.*

**Library name too long**

The library name you typed is too long.

*Use a different library name that is not more than 11 characters long.*

**List and output documents have same name**

You have specified the same name for the list and output documents.

*Type an output document name that is different from the list document name.*

### **List document format error**

Your Records Processing list document does not end with a <>, or some <'s and >'s are missing from records.

The record size is larger than 2048 characters, and the control glossary is sorting or selecting.

The size of a field is larger than 2048, and the control glossary is not sorting or selecting.

The names of the list document and format document have been typed in the wrong place on the Records Processing menu.

*Return to the list document and make the necessary changes.*

*Return to the Records Processing menu and make sure the names of the list document and format document are entered in the correct fields.*

### **More than 2 digits after dot**

You typed a number with more than two decimal places after the period while you were entering paper sizes on the *Describe bin feeder* menu.

*Type a number with only two digits after the decimal point.*

*Type a whole number.*

**Must be numeric**

You typed a character other than a number where a number is required.

*Enter the correct number.*

**Name entered is a library**

You entered a library name instead of an exception dictionary name while using Spelling Tools.

*Enter the name of an exception dictionary document.*

*Enter the name of a new document.*

*Press CANCEL, and continue without an exception dictionary attached.*

**No compiler available**

The compiler for the exception dictionary is not installed on your system.

You do not have the correct LANGUAGE variable set for the language you are using.

*Reinstall WORD ERA on your system.*

*See the WORD ERA Technical Reference manual for information on how to set the LANGUAGE variable.*

**No archive media inserted**

You are trying to remove an archive media that is not inserted.

*Press EXECUTE and continue.*

### **No doc. with this author**

The current library or archive media does not contain any documents by the *Author* name you specified on the *Index* menu.

*Try the function again, making sure you type the author's name correctly.*

*Try another library or archive media.*

### **No doc. with this operator**

The current library or archive media does not contain any documents by the *Operator* name you specified on the *Index* menu.

*Try the function again, making sure you type the operator's name correctly.*

*Try another library or archive media.*

### **No documents in library**

The current library or archive media does not contain any documents.

*Change to a different library or use another archive media.*

### **No error found**

The document name you entered on the Spell Editor menu has no spelling errors.

You have not first processed the document with Spelling Checker to enter the spelling markers.

You have processed the document with Spelling Checker, but have removed the spelling markers before using Spell Editor.

*Process the document with Spelling Checker in Automatic or Background mode to enter spelling markers, or process the document with Spelling Checker in Interactive mode to correct spelling errors.*

*Reprocess the document with Spelling Checker to mark the spelling errors.*

### **No exception dictionary**

You do not have an exception dictionary currently attached while you are using Spelling Checker.

*Press EXECUTE to continue. Then press GO TO PAGE, enter the name of an exception dictionary, and press RETURN or EXECUTE.*

*Press EXECUTE and proceed without an exception dictionary attached.*

### **No fill-in fields encountered**

The Forms Processing form document you specified has no field indicators.

*Select a document that has field indicators.*

*Edit the document to add field indicators in the appropriate places.*

### **No footnotes to process**

The document you are attempting to use with Footnote Processing has no footnote references in the text.

*Edit the document to add footnote references.*

*Select a document that contains footnote references.*

### **No glossary**

You are attempting to use a glossary entry or create a glossary-by-example entry without a glossary document attached.

*Attach a glossary document.*

### **No glossary attached**

You are attempting to detach a glossary document that is not attached

*Press EXECUTE and continue.*

### **No glossary entry**

The entry you specified does not exist in the attached glossary document.

*Edit the glossary document to see which entry you want to use.*

*Use another entry.*

### **No help available**

The HELP function is not available on your system.

*Reinstall WORD ERA.*

*All WORD ERA functions are described in Help for Editing or Help for Menus.*

**No more documents**

You have deleted the last document from an Index screen and there are no document names to display.

*Press any key to leave the index screen and continue.*

**No more process**

No more processes are available.

*Wait until some processes are completed.*

**No records selected**

No records were selected during the Records Processing select-records phase.

*If this is unexpected, check the control and list documents to determine why this happened.*

**No such entry**

The glossary entry you specified from a menu does not exist in the attached glossary document.

The output type you entered after selecting *To file* on the *Print Document* menu does not exist.

*Edit the glossary document to see which entry you want to use.*

*Use another entry.*

*Enter the correct output type.*

### **No such library**

The library you chose does not exist.

*Use a different library.*

*Create a new library.*

### **No such printer**

You have entered the number of a printer that is not configured on your system.

*Enter the number of a printer that is installed on your system.*

*Install the printer.*

### **Not a glossary**

The document you specified is not a verified glossary document.

*Enter the name of a glossary document.*

*Verify the unverified glossary document.*

### **Not a glossary file**

The document you have are attempting to attach from an Index screen is not a verified glossary.

You do not have permission to use that document.

*Choose a glossary document.*

*Verify the unverified glossary document.*



*Consult your system manual for information on changing permissions.*

### **Not available on this system**

You have attempted to print a document, and the printing software is not installed.

*Reinstall WORD ERA.*

### **Not for exception dictionary**

You cannot process an exception dictionary with Spelling Tools or Hyphenation and Pagination.

*Enter the name of a regular document.*

*Cancel the process.*

### **Out of memory**

Your activities have used up all of the memory.

Your records processing has used up all available memory on your system. You may be working with long documents, using a very complex control-glossary entry, or the list document has no page breaks.

*Increase the amount of main memory in your cpu*

*Increase the maximum process size.*

*Check the length of the records and shorten them if possible. Break a complex control-glossary entry up into several entries, or paginate the list document.*

## Out of range

The number you have specified on a menu option is either too large or too small.

*Enter a number within the correct range.*

## Output doc. same as input

You have used the same document name for an input and output document.

*Use a different name for the output document.*

## OVERFLOW

The number in the Math function current result field is longer than 14 characters.

*Since the number is truncated to 14 characters, you may not want to perform further calculations with this number. You can press CTRL/W to display the first 14 digits of the OVERFLOW number.*

## Paragraph too long

You have selected text for sorting that contains a record with more than 2048 characters.

*Break the long record into shorter paragraphs for sorting.*

*Move the long record to some other place (like the work page), sort the rest of the information, and move the long record to the appropriate place in the sorted list.*

**Password not assigned**

The second password you typed when you assigned a new password does not match the first password you typed.

*Try again.*

**Password not changed**

The second password you typed when you changed a password does not match the first password you typed.

*Try again.*

**Please respond**

You have not typed the requested document or library name.

*Type a document or library name.*

**Please type in command**

You pressed RETURN or EXECUTE instead of typing a shortcut code.

*Type a shortcut code.*

**Printer control not available**

The *Printer Control* function is not on your system.

*Reinstall WORD ERA.*

**Printer control status messages**

The following messages are displayed on the *Printer Control* screen to inform you of the status of a print job or to notify you of an action to be performed:

*active*

The print job is currently printing.

*suspended -- waiting for operator intervention*

Change the print wheel/thimble, or check printer for mechanical problems.

*suspended -- waiting for new page*

Insert a sheet of paper in the printer.

*suspended -- waiting for ribbon*

Change the printer ribbon

*suspended -- waiting for printwheel*

Change the print wheel/thimble

*suspended -- waiting for forms*

Insert a new form or different paper in the printer.

*Back up how many pages?*

Enter the number of pages you want the printer to back up to resume an interrupted print job.

*Delete from queue?*

You have pressed DELETE to delete a print job from the queue. Press EXECUTE to perform the deletion.

## **Printer control error messages**

The following messages are displayed on the *Printer Control* screen to inform you of the status of a print job or notify you of an error condition.

*Terminating job*

The print job is being terminated because you or someone else deleted it from the print queue.

*Interrupting job*

The print job is being interrupted because you or someone else pressed STOP to interrupt the job.

*Restarting job*

An interrupted print job is being restarted because you or someone else pressed GO TO PAGE to restart the job.

*Resuming job*

An interrupted print job is being resumed because you or someone else pressed EXECUTE to resume the job.

*Active, but can't back up*

The interrupted print job cannot resume because it cannot back up the number of pages you specified.

*Must stop printer first*

You cannot perform the operation you are attempting without stopping the printer.

*No print jobs in queue*

There are no currently active print jobs.

*You did not queue job*

You do not have permission to perform a queue operation on the print job.

**Printer not on system**

There is no such printer attached to your system.

*Use a different printer number on the Print Document menu Printer Number option.*

**Prototype doesn't exist**

The prototype document you have specified does not exist in that library.

*Create a new prototype with the name you typed.*

*Use a different prototype name.*

*Type over the name you entered with spaces, then press EXECUTE to use prototype document 0000.*

## **Record size greater than 2048 characters**

When Records Processing is sorting by one field, the record is larger than 2048 characters.

A field in the record is larger than 2048 characters.

*Return to the list document and correct the record.*

## **Retrieve from archive first**

You were attempting to use the GO TO PAGE or GL functions on an archive index screen.

*You cannot edit or attach a document while it is on an archive media.*

*Retrieve the document from the archive media, and then use the function.*

## **Save \_record allowed only inside select \_record**

You have used the Records Processing save \_record function without preceding it with a select \_record statement; you have used the save \_record function outside the select \_record braces.

*Return to the control glossary document and change the entry.*

**Select\_\_record statement cannot be nested**

You have included a second **select\_\_record** statement within a **select\_\_record** statement.

*Return to the control glossary document and change the entry.*

**Substitute function has incorrect arguments**

The arguments associated with a **substitute** function in the control glossary are incorrect.

*Return to the control glossary and correct the error.*

**Termcap**

The operating system file **/etc/termcap** does not exist on your system.

*Reinstall the **/etc/termcap** file.*

**Terminal cap. missing**

The operating system file **/etc/termcap** does not contain some entries required by **WORD ERA**.

*Check the **/etc/termcap** file to be sure that all entries needed by **WORD ERA** have been defined.*

## **Terminal cap. undefined**

The operating system file `/etc/termcap` indicates that a graphics character set is available on your terminal, but all graphics have not been defined in the file.

*Add the appropriate entries to the `/etc/termcap` file.*

*Change the entry that indicates that a graphics character set is available on the terminal.*

## **Text not found**

The Search function cannot find any more occurrences of the text for which you are searching.

*Press EXECUTE and continue.*

## **This glossary is attached**

The glossary document you are attempting to delete, rename, or archive is attached.

*Detach the glossary before deleting, renaming, or archiving it.*

## **Too many documents in library**

There are no free inodes available on the archive media you are using.

*File some documents on an archive media.*

*Move some documents from the full library to another library.*



**Too many fields to sort**

More than four sorting fields are specified in the sort statement in the control glossary.

*Return to the control glossary and correct the sort statement.*

**Too many footnotes**

You have assigned 999 footnote reference numbers in your document and the next footnote reference number assigned would be number 1000.

*You cannot have more than 999 footnote references in one document. Divide the text into two documents to allow more footnote references.*

*If you have footnote pages without corresponding footnote references, you can use the unassigned footnote page numbers. You can process the document with Footnote Processing to renumber the footnotes. You can then reenter footnote references following the last available footnote reference number.*

**Too many formats**

You have more than 99 alternate format lines in the document.

*Divide the text into two documents to allow more format lines.*

**Too many levels of nesting**

The include statement in the format document contains more than 16 levels of nesting.

*Return to the format document and make corrections.*

### **Too many open files**

The system already has the maximum number of files open.

*Check with other users on the system to see if too many processes are being run in automatic or background mode.*

*Close some of the open files.*

*Wait until other processes have been completed.*

### **Too many pages**

The next page number that would be assigned would be page 1000.

*You cannot have more than 999 pages in a document. Divide the text into two documents to allow more pages.*

### **Total of sort fields greater than 1024 characters**

More than one field at a time is being sorted, and the total number of characters in all the fields to be sorted is greater than 1024.

*Check the list document, locate the long fields, shorten them, and try again.*

### **Trying to divide by zero**

An entry in the control glossary document contains an argument calling for a division by zero.

*Return to the control glossary and correct the entry.*

## Trying to select \_\_record more than once

The control-glossary entry specifies more than one **select\_\_record** statement.

*Return to the control glossary and delete the inappropriate select\_\_record statement(s).*

## Trying to sort more than once

You placed more than one **sort** statement in a control-glossary entry.

*Return to the control glossary document and delete the duplicate sort statement from the entry. Remember you can include up to four fields in one sort statement.*

## Unknown function

A records processing function, such as **sort** or **select-record**, is part of a regular glossary entry running in a text document.

*Edit the glossary document and correct the entry.*

## Use the remove function first

The archive media you are attempting to format is already mounted in the archive media drive, and it must be removed before it or another archive media can be formatted.

*Select Remove archive media from the Filing menu, and press EXECUTE.*

*Use the shortcut code **rad** to remove the archive media.*

## Wrong language

The exception dictionary you are attempting to use with Spelling Tools was compiled with a version of WORD ERA in another language than the one you are currently using.

*Recompile the exception dictionary on a system with the appropriate language installed.*

*Use another exception dictionary.*



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